Rare Book and Manuscript Library
Annual Report, July 1990-June 1991

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Major developments have occurred this year which will have continuing impact on the direction that the Rare Book and Manuscript Library will take during the next decade. The most important among these is the extensive planning effort that we have been engaged in for much of the year; the process began on November 16 with an all-day session, to which twenty professional staff were invited, including the entire professional staff of the Library. We focused our attention on four major areas: Collection Development, Organization Analysis, Access Services, and Technical Processing. Current programs in each of these areas were reviewed, specific concerns identified, alternate solutions formulated, and arguments for and against suggested solutions evaluated. Immediately following the initial session, the Library's professional staff began meeting weekly to discuss individual concerns and solutions in each of the above areas, a process that will continue into the next fiscal year. A report will be issued at the conclusion of the entire planning project, but it is appropriate to note now that the recommendations that have been made at the sessions, if funded and staffed as required, will have a major impact on the way we organize our efforts and serve our patrons.

In addition to the above developments, we input into the AMC database the remaining data on our manuscript and archival collections in preparation for the publication by G. K. Hall of a guide to our manuscript collections; the inputting of data on the collections was completed in January, and G. K. Hall is now completing design of and advertising for the volume, an introduction was written by the Librarian, AMC tapes have been received by the publisher from RLIN, and publication is projected for February 1992. In response to requests by several of our patrons, both in this country and abroad, we commissioned Ronald Street of the Metropolitan Museum of Art to produce a plaster, hand-colored reproduction of Plimpton Cuneiform Tablet 322, the first appearance of the Pythagorean numbers; fifty reproductions were made which are now available for student use and for sale.

Gifts. Gifts in kind this year have again exceeded $1 million, reaching $1,711,111 (including gifts to the Bakhmeteff Archive), an all-time record. The 127 individual gifts comprised 1,286,340 manuscript items and 1,237 volumes. Especially important among the printed items were the group of books belonging to the family of Stephen Crane and the three Crane family paintings donated by Dr. Robert K. Crane; twentieth century first editions by Graham Green, James Joyce, St. John Perse, and other writers presented by Ronald Dzierbicki; a collection of 324 first editions of contemporary American poetry presented by Lita Hornick; English and American nineteenth century literary first editions received from Frank Sypher; and a rare edition of Maimonides donated by Professor Josef Yerushalmi. Among other printed items donated were a collection of 6,000 engraved portraits received from William H. W. Sabine and six photographic portraits of Lionel Trilling by Cecil Beaton and Walker Evans received from Mrs. Diana Trilling.

Collections of papers established this year include several large gifts, the most prominent among them being those of the Carnegie Corporation, Carnegie Foundation for the Advancement of Teaching, and Sam and Bella Spewack. Substantial gifts of papers were received that strengthened existing collections, including those of the American Bar

Association's War Powers Study, Jacques Barzun, George Borchardt, William Bronk, Carnegie Council on Ethics and International Affairs, Cravath Swaine & Moore files on Edwin Armstrong, Curtis Brown Ltd., Robert Halsband, Otto Rank, John Schaffner, and Gerald Sykes. (All gifts mentioned, as well as numerous additional gifts, are fully described in "Our Growing Collections" which appears in each issue of Columbia Library Columns.)

Purchases. Problems continue to plague the rare book and manuscript market, including the weak dollar, the scarcity of prime material, and the increase in cost of rare items . As noted above, gift funds were added to the principals of several book endowments, which will help us in succeeding years to satisfy partially the demands made by students and faculty to acquire materials required for their researches. In addition, it must be noted that income from endowments allotted each year for purchases remains at a modest level. In spite of all the negative forces, we were able to acquire 144 books and 5,287 manuscript items during the year. Of prime importance was the purchase of the George Antheil correspondence files comprising some 1,500 letters as well as several manuscripts, and a collection of nearly 4,000 letters (purchased over two years) written by Edmund Blunden to members of his family as well as to him by John Betjeman, Siegfried Sassoon, Evelyn Waugh, and other important authors. A significant group of letters written by Tennessee Williams was also acquired by means of the Brander Matthews Fund, including letters written to Elia Kazan, Edward Albee, Brooks Atkinson, Kenneth Tynan, all of which have important bearing on the production of Williams's plays.

Among other significant acquisitions were: exemplars of numerous private presses, including Bird & Bull, Gehenna, Officina Bodoni, Janus, and Doves, the latter including several in Doves Press bindings executed by Cobden-Sanderson; a collection of William Beckford first editions which is of major importance in strengthening our holdings of Beckford publications; a collection of Mary Webb first editions, including several very scarce works, which completes our holdings of this novelist's works; autograph letters of Anthony Trollope and Wilkie Collins; first editions of Charles Baudelaire, René Char, Albert Camus, Evelyn Waugh, Oscar Wilde, and Samuel Beckett; two rare early etchings and a pencil and watercolor drawing by Arthur Rackham; a 1495 printing of St. Thomas Aquinas's Summa Theologica; rare 16th and 17th century editions relating to mathematics, astronomy, and mathematical instruments. One of the most striking books acquired this year on the Albert Ullman Fund was a contemporary artist's book by Robert Schwarz, who illustrated the text of Catullus, La Passione di Roma, with lithographs, letterpress, original drawings and prints.

Finances. Cash contributions in support of specific Library programs totaled $181,111 during 1990-1991. The gift of the papers of the Carnegie Foundation for the Advancement of Teaching, and the Foundation's grant of $105,000 to be added to the endowment established by means of the Carnegie Corporation gift last year, have not only added a major research resource but have enabled the Library to endow a professional position with major responsibility in this area. Recent gifts of $5,000 from Mrs. Margaret Young, matched by $10,000 from Philip Morris, have established the Whitney M. Young Fund for the support of the Young Papers and the Young Foundation Papers. The Edith and Herbert Lehman Foundation presented $14,350 to acquire additional equipment and replace outdated equipment in the Lehman Suite. Contributions to individual endowments included: Herman and Aveve Cohen Fund, $15,000; Louis Henry and Marguerite Cohn Fund, $1,000 from Carol Z. Rothkopf and the A. T. & T. Foundation; Corliss Lamont Fund, $10,000; Otto Rank Fund, $3,000 from the Rank Association; Jack Harris Samuels Fund, $6,761 from distributions of the Trust established under the terms of the Samuels Will; and the Rare Book and Manuscript Endowed Fund, $1,000 from the Viscountess Eccles, and $10,000 from Kulchur Foundation and Lita Hornick.

Friends of the Libraries. The two Council meetings, chaired by the chairman of the Friends, Frank S. Streeter, were held on December 5, 1990, and March 6, 1991. The Council Class of '94, nominated at the March 6 meeting, is comprised of Carter Burden, Elizabeth Cain, Iola Haverstick, George Lowry, Pearl London, Martin Meisel, and Frank Streeter. The Friends hosted two receptions for members and their guests opening the exhibitions, "Vanguard Press from James T. Farrell to Joyce Carol Oates" on December 5, 1990, and "Kulchur Queen and Kulchur Books: Lita Hornick and the Poets She Published," March 6, 1991. The Bancroft Awards in American History and Diplomacy were presented at a dinner sponsored by the Friends on April 3 in Low Library Rotunda.

The financial statement for the year ending June 30, 1990, shows a balance of $40,927 in the Friends' account after a $50,000 transfer from the account to the Rare Book and Manuscript Library Seminar Room fund. Dues contributions for the year totaled $40,132, a twenty percent increase over the previous year. Gifts in kind received from individual Friends totaled $158,331. Special purpose gifts reached $73,111, which includes contributions from Herman and Aveve Cohen, The Viscountess Eccles, Lita Hornick, Corliss Lamont, Edith and Herbert Lehman Foundation, Carol Z. Rothkopf, and Jack Harris Samuels Estate. The total value of gifts and contributions since the establishment of the association in 1951 now stands at $9,062,009. As of June 30, there were 428 memberships in the Friends.

Exhibitions. The year's exhibitions opened on July 5 with a selection of railroad prints from the William Barclay Parsons Collection; curated by Marvin Taylor, the exhibition remained on view through November 20. The gifts of the Vanguard Press Papers from Random House and the Vanguard Press library and various author files from Evelyn Schrifte, the last president of the publishing firm, formed the basis for the exhibition, "Vanguard Press from James T. Farrell to Joyce Carol Oates"; curated by Rudolph Ellenbogen, Patrick Lawlor, and Jane Siegel, the exhibition, which was on view from December 5 to February 22, featured letters, manuscripts, first editions, and photographs of Nelson Algren, Saul Bellow, James T. Farrell, Marshall McLuhan, Joyce Carol Oates, Edith Sitwell, and Dr. Suess.

The third exhibition, "Kulchur Queen and Kulchur Books: Lita Hornick and the Poets She Published," which opened on March 7 and will remain on view through the end of July, featured books, manuscripts, photographs, and drawings presented to the Library by Mrs. Hornick over the past several years relating primarily to the magazine and the series of poetry books which she published. It was curated by Patricia Cahill with the assistance of Rudolph Ellenbogen and Jane Siegel. Both the Vanguard Press and the Kulchur exhibitions received wide coverage in the press and elicited considerable interest among students and visitors to the Library.

Smaller exhibitions in the Library's west corridor included recent gifts and purchases of Samuel Beckett first and limited editions acquired by means of funds donated by Sighle Kennedy; additions to the Harper & Bros. Collection, including an early photograph of the Harper brothers, a mid-nineteenth century school library in its original case, and contracts signed by Herman Melville and Henry James; Charles Saxon drawings for covers of The New Yorker; letters, manuscripts, photographs, drawings, and inscribed publications from the Wladimir Weidlé Papers in the Bakhmeteff Archive; and Alexander and Elizabeth Schuyler Hamilton memorabilia presented by Furman University Library, including Elizabeth Hamilton's double-band gold wedding ring. In addition, several small exhibitions were mounted for special occasions, among them the exhibition of Cicero manuscripts on the occasion of the dedication of the Italian Academy for Advanced Studies in America on May 6; on this occasion Italy's President, Francesco Cossiga, and Prime

Minister, Giulio Andreotti, visited the Library to view the fourteenth and fifteenth century manuscripts, and the Librarian described the Library and the manuscripts on Italian television.

An exhibition of medieval and renaissance manuscripts was held April 9 to mark the publication of the first Rare Book and Manuscript Library Occasional Publication, "Medieval and Renaissance Manuscripts at Columbia University," edited by Beatrice Terrien-Somerville, containing essays by Robert Somerville, John Magee, Milton McC. Gatch, and Jane E. Rosenthal. Finally, a selection of our treasures was displayed for the visit to the Library of the Friends of the American Museum in Britain on November 2. Numerous visiting scholars, potential donors, students, and seminars received tours and lectures and viewed individual rare books and manuscripts virtually throughout the entire year. Our public image remains high, due largely to this program and to the publicity which we receive frequently in both the local and national press.

Personnel. After nearly thirty-four years on the staff as a regular part-time employee, Dorothy Anselmo retired on March 1; she was replaced on April 17 by Yasmin Saira, whose major duties include book processing, desk attending, and paging. The grants received from the Carnegie Corporation and Carnegie Foundation enabled us to fund a new position with responsibilities for these collections; Patricia Cahill was appointed on October 1 as the first Carnegie archivist/reference librarian. The position of exhibition/reference librarian has been vacant since October 1 when Marvin Taylor resigned to accept a position at the Health Sciences Library; the first posting for a replacement was unsuccessful, and at the end of the year we began interviewing candidates following a second, more productive posting, and we hope to fill this position by early fall. On November 1, Mark Koyama was hired as the desk attendant in the Manuscript Reading Room, replacing John Roe; he resigned in May and we are continuing the search for a replacement.

Continuing concerns. While the planning effort will provide recommendations for the operation of the Library over the next five to ten years, there remain concerns of a more immediate nature :

1. The funding for and the completion of the seminar room are at the top of the Library's priorities for capital improvements. There is a vital need for a seminar room in which groups of students and visitors may meet to examine and study books and manuscripts, where small lectures and readings may be held, and where audio-visual facilities will enable the Library to fulfill the need for graphic and sound presentations to classes and visitors.

2. To enable us to provide efficient service to students and scholars, and to give attention to the processing of both book and manuscript backlogs, it is essential that our allotment of funds for general assistants be increased, one of the most critical among the first recommendations to emerge from the planning sessions.

3. The need for additional stack space for the shelving of book and manuscript collections that will be required during the next decade; this need will be partially fulfilled when the Library is assigned additional space on stack 12 at the time the School of Library Service is closed, but additional shelving, possibly at a secure area in the annex, may be required.

4. Despite continual requests made to Facilities, the leaks in the Library continue and are causing damage to the wall boards that will be costly to repair and replace if the leaks are not identified and stopped; and the HVAC continues to present problems in

operation and maintenance, causing damage to rare books and manuscripts and considerable aggravation to staff and patrons.

5. There is need to upgrade the security system for the entire Library, especially stacks 12 through 15 which must be linked to the Holmes system as the renovations for Butler Library begin.

6. To facilitate access to our collections it is necessary to load our AMC records, as well as data on uncataloged collections, into the CLIO system, another strong recommendation made at the planning sessions.

Rare Book Department

Rudolph Ellenbogen
Assistant Librarian for Rare Books

The year 1990-91 has been a busy year for the Rare Book Department. Exhibitions required a major investment in time by the members of the department who filled in for the exhibitions librarian who resigned in September to accept another position. Jane Rodgers Siegel and Pat Cahill especially deserve to be commended for their efforts. Aside from the major exhibitions, Vanguard Press and Kulchur Press, noted elsewhere, smaller exhibitions of materials were mounted, relating to Samuel Beckett, Eugene Canadé etchings for James L Weil's Quarrel with the Rose, 1978, Cicero (in conjunction with a symposium at Columbia), Harper & Brothers, Hebrew Ketubot, Gilbert Highet's photographs for his book Poets in the Landscape, Kelmscott Press ephemera, medieval manuscripts (in conjunction with the publication party for Rare Book and Manuscript Occasional Publication number 1, Medieval and Renaissance Manuscripts), the Paul Palmer Collection of Portraits, and Wladimir Weidle Papers. In addition, materials of interest were selected for exhibition to various visitors and for some of the classes mentioned below.

Other activities during the year included processing and cataloging the Saxon Collection of 650 drawings, 2,800 sketches and 2,100 miscellaneous items; this project is almost completed with the exception of a forthcoming gift of 16 drawings which are to be cataloged, the preparation of the register, and, finally, the inputting into AMC of this collection; this work should be completed in the first quarter of 1991-2.; work on this project extended beyond our original projections because of the turn-over of both professional and student staff. The ongoing preparation of preliminary bibliographic records has kept pace with gifts of books as mentioned elsewhere in this report. Approximately half of the the Sabine Collection of Portraits of Eminent Persons, 3,382 images, have been processed and cataloged; the remainder are being worked on.

Preservation activities during the year included the binding, rebinding, or repair of 207 rare books and 42 non-rare books; in addition, 49 slip cases and 206 preservation cases were made commercially; 29 prints and photographs were matted; 110 items were put in portfolio binders. Special projects this year included conservation work on a salted print photograph of Columbia, 1857, conservation treatment of the 18th century watercolor of Mrs. Piozzi's House at Streatham, and the making of 23 boxes for galley proofs in the Vanguard Press collection. Clarkson foam book cradles were purchased this year, the staff was trained in their use, and a handout for readers was written explaining how these cradles can be used to support the various book structures. A special effort was made this year to select books and manuscripts from the collection which Professor Nicholas Pickwoad's students were assigned for conservation treatment; other materials were selected from the collections for various class assignments such as one which

involved the students in preservation treatment decision making. This year, Dorothy Anselmo, who was our book processor and who had worked in the Rare Book and Manuscript Library since 1957, retired after a long disability. Her work had been picked up by student assistants during the past year; since there were virtually no books cataloged after September, as explained below, student assistants were able to process the backlog and the few materials that came through. The position has now been filled with a permanent Clerical Assistant III.

For the year, the following statistical information for the department should be noted. There were 3,094 reader visits (not including visitors who viewed exhibitions or attended receptions or tours in the Library). A total of 21,463 items were circulated, including 5,877 rare books, 4,068 reference books, 4,894 pieces of ephemera, 4,518 manuscripts, 2,101 oral history memoirs, and 5 microfilms. Use of the Rare Book Department was made by a number of classes including those taught by Professors Koestler (Anthropology), Pickwoad (SLS), Rosenthal (Art History), Somerville (Religion), as well as classes from the departments of English and History. Several classes visited from the Rare Book School in July. Both Professors Pickwoad and Somerville visited with their classes more than once.

In the area of bibliographic control, the arrearages increased by 3 to 55,111 volumes. Received in the department were 1,483 volumes including 1,264 by gift, 144 by purchase on departmental funds, 66 by purchase on other funds, and 9 by transfer from other departments. Of the volumes received in the department during the year (or from volumes already in the department), 246 volumes were cataloged, 0 serials were added, 40 volumes were added locally, 79 duplicates were deaccessioned, 784 were sent to other departments including Gifts and Exchanges, and 331 volumes were put into collections not to be cataloged. 1,686 preliminary bibliographic records were prepared. Although our acquisitions were lower than average, arrearages remained steady. Because the flow of books to Cataloging suddenly stopped, time had to be committed to managing our backlog. Cataloging levels have been extremely low because of the resignation of the Rare Book Cataloger at the beginning of September 1990 and the reassignment during that time of the Bibliographic Assistant to Avery cataloging because of the unavailability of a supervisor to oversee his production of rare book searching and copy cataloging. However, on June 17 Carol Pardo assumed the position of Rare Book Cataloger.

It is hoped that during the upcoming year, major changes will be made in the way that the Rare Book Department works with Monographic Cataloging department. In an attempt to allow for a closer working relation with the cataloger in order to improve the workflow of rare books through cataloging, discussions were begun this year which included various changes in the management of rare materials to be cataloged as well as alternatives for the reporting relationship of the Rare Book Cataloger. Firm decisions were not made pending the arrival, training, and input from the new cataloger.

In addition to the projects already mentioned, the upcoming year will bring the completion of work on the Poetry Broadside exhibition as well as the Arthur Rackham exhibition. Last year NEH partially funded reference work in conjunction with the ESTC project. We will continue to cooperate this summer assisting ESTC with the reference work for the project. We also hope that we will be able to shift material on Stack 15 for the Harper & Brothers additions and shift and rationalize the arrangement of our shelflist, projects that we were unable to accomplish this year because of the lack of staff. During the new year, after we fill the vacant reference/exhibition librarian position, we will experiment in redefining the many activities of this position by giving support to it using the CA III position (which is now full time) and assigning some of the tasks to other librarians, possibly permanently or on a project by project basis. In addition to the many other

projects that we hope to accomplish, the new year will, as always, bring many unforeseen projects as well as the changes and challenges resulting from our year of planning.

Manuscript Department

Bernard R. Crystal
Assistant Librarian for Manuscripts

This has been a year occupied with special projects. The department's professional staff devoted many hours preparing for and participating in the Rare Book and Manuscript Library Planning Session for the 1990s. Patrick Lawlor and Henry Rowen spent 40% of their time from July 1990 through January 1991 reviewing and revising all the collection entries in RLIN AMC in order to complete the editing for the second edition of our manuscript collection guide to be published by G. K. Hall in 1992. In the course of their editing, they discovered that 200 collections had never been entered by the New York State Documentary Heritage Program recon project in 1989; therefore, they had to do authority work and input the lacking entries on very short notice. Another project funded by New York State to preserve historic glass and acetate photographic negatives in the papers of the architect and theatrical designer, Joseph Urban, was completed by the Northeast Document Conservation Center and could not have been accomplished without the cooperation and assistance of the staff of the Preservation Department.

The Papers of Varian Fry which were received in the early 1970s have been completely reorganized and reprocessed with the assistance of The United State Holocaust Memorial Museum and Pierre Sauvage, President of the Friends of Le Chambon. Fry, a courageous American acting on behalf of the Emergency Rescue Committee, assisted several thousand intellectuals and other individuals escape from Nazi-Occupied France in 1940-1941. The Museum's opening exhibit in 1993 will feature countless items from the Fry Papers including a selection from among the hundreds of photographs Fry took while in France. Mr. Sauvage has cataloged the photographs and expects to return them to the Library in the fall along with a computerized database to access the images.

After several years of negotiations, the records of the Carnegie Corporation and Carnegie Foundation for the Advancement of Teaching came to the Library. Patricia Cahill, the new curator of the Carnegie Corporation archives, oversaw the move of the records to Columbia and set up reference and processing routines to deal with the nearly 1,000,000 records which were received. (See separate report below)

During the year we processed major additions to the papers of the playwright and screenwriter Samson Raphaelson, the papers of Professor Mark Van Doren, and a complete file of letters by the composer, Professor Douglas S. Moore, to his mother. The 1989 addition to the Curtis Brown Ltd. Records was also finished. The processing of the Vanguard Press Records and series I of the Robert Wilson Papers were completed, and we began to process a number of other large collections including the papers of three poets: Edmund Blunden, William Bronk, and John Unterecker. In addition we were able to proceed with work on the papers of stage and screen writers, Sam and Bella Spewack; approximately 75,000 items were sorted, arranged and boxed by a student assistant, and Paul R. Palmer, former Theater Arts Librarian and Curator of Columbiana, came out of retirement as a volunteer to catalog the letters and manuscripts of the numerous performing arts luminaries with whom the Spewacks corresponded. The use of an experienced volunteer is one way we are coping with manuscript processing and cataloging during a period of declining income.

During 1990/1991 the Department (including the Bakhmeteff Archive and the Lehman Suite) accessioned 1,331,582 manuscript items (1,439.5 linear feet) by gift, transfer, and purchase, increasing its total holdings to 25,976,965 manuscript items (203,170.5 linear feet). 21 new collections (including 2 for the Bakhmeteff Archive) were added during the year, increasing the total number of collections from 2,136 to 2,157. The total number of manuscripts items processed during the year was 542,751 (682 linear feet). Of the total number of manuscripts processed, 16,435 individual letters, manuscripts and documents were cataloged

Researchers used 2,555,997 manuscript items last year, and there were 1,560 reader visits. In addition 17,053 customer photocopy exposures were made during the year. In the last few years the total number of readers visits and manuscripts used has risen at a steady rate; consequently the amount of time that reference and access staff devote to public service has increased accordingly. At peak times during the year, such as the Easter week and the summer months, reference and access services take precedence over cataloging and processing activities.

When the Rare Book and Manuscript Library Planning Session reconvenes in the fall of 1991, decisions to be be made on the direction of manuscript processing and preservation will be of crucial importance to the future operations of the Manuscript Department. In the coming year we expect to complete the processing of the Unterecker and Spewack Papers, as well as those of John Garraty, professor of history. In addition we will continue processing the papers of William Bronk and Edmund Blunden. The major project scheduled for next year will be unpacking and processing more than 120 record storage cartons of the first major addition to the archives of Harper & Row since the initial accession in 1972.

Bakhmeteff Archive. 1990-1991 was memorable for the large number of visitors who came to the Bakhmeteff Archive. Statistics record a total of 79 readers, the largest number in the Archive's history. During the past few years readership has averaged between 50 and 60, with a previous high of 63 readers in 1982-1983. Even more significant has been the steady increase in readers from the Soviet Union. Before Gorbachev's reforms and the easing of travel restrictions to the United States, it was a rare event for Soviet scholars to do research in the Bakhmeteff Archive, but this pattern started to change dramatically with the arrival of 7 Soviet readers in 1988-1989, 13 in 1988-1989, and most recently 32 in 1990-1991, almost the exact equal of the number of American readers (33). Of the 32 Soviet readers, 25 spoke only Russian which resulted in the Curator spending more time than usual helping interpret their daily requests. The readership was also distinguished by 9 Columbia graduate students, 2 alumni, and one faculty member. In addition to scholars doing research, the Archive was visited by a number of librarians and archivists representing some of the world's most important Slavic collections, including the Helsinki University Library, TSGALI (The Central State Archives of Literature and Art) in Moscow, and the V. Stefanik Library in L'vov.

In May of 1991 the Russian emigre poet Igor Chinnov included the Bakhmeteff Archive in his visit to Columbia University. Mr. Chinnov was greatly impressed by a special exhibition featuring the papers of the critic Wladimir Weidle, and later wrote an article in the New York newspaper Novoe Russkoe Slovo thanking the Archive for preserving the history of the Russian emigration.

The high point of the year was the October visit of Lidiia Opulskaia and Nataliia Velikanova who are preparing a new edition of the complete works of L. N. Tolstoy. As representatives of the Gorky Institute of World Literature and the Tolstoy Museum in

Moscow they presented Columbia University with photocopies of letters from Aylmer Maude (Tolstoy's English translator) to Tolstoy, and in exchange the Library gave them a microfilm of Tolstoy's letters to Maude which are held by the Rare Book and Manuscript Library. Soviet archives are extremely anxious to exchange copies of archival materials with American libraries and to engage in joint publication projects. It seems likely that the Tolstoy exchange will be only the first of many such cooperative ventures.

At the same time that the Bakhmeteff Archive increased its contacts with institutions abroad, it also tried to improve lines of communication within the university through the formation of a Slavic and East European Acquisitions Committee. The newly formed committee was chaired by the Curator of the Bakhmeteff Archive and members included the Slavic Bibliographer, the Head of the Order Pre-Cataloging Records Department and four faculty members. Primary goals of the committee were to better coordinate book and manuscript acquisitions, and to provide a forum for faculty members and librarians to discuss the acquisition and use of library resources. The first issue for action was identified as the need for better communication between the library, faculty and students, and it was decided to welcome all new and returning graduate students and faculty members in Slavic and Eastern European studies with a reception at the Rare Book and Manuscript Library this fall. In addition, a library information packet for new graduate students will be prepared.

The advantages of cooperation between different departments of the university were made obvious through the Bakhmeteff Archive's acquisitions during the past year. Professor Marc Raeff, former chairman of the Bakhmeteff Archive Administrative Committee, was instrumental in obtaining the papers of Menshivik leader Boris Sapir, and Columbia's Slavic Bibliographer, Eugene Beshenkovsky, has been actively collecting Soviet and Eastern European independent press publications for the Archive.

Substantial progress was made on the inventory of printed materials in the Bakhmeteff Archive, and this project should be completed next year. Processing of manuscript collections proceeded slowly both because of the lack of student assistants for much of the year, and due to the overwhelming demands of public service upon the Curator's time. Even so, the Ferenc Nagy Papers and Benckendorff Family Papers have been organized, and sorting of the Boris Sapir Papers was begun.

The major new project next year will be the processing of the independent press materials, including the creation of Pro-Cite bibliographic records for the entire collection. Efforts will continue to improve the Bakhmeteff Archive's outreach program to Columbia students and faculty.--Ellen Scaruffi, Curator.

Carnegie Archives. In September the Curator began to meet regularly with the Carnegie Corporation Records Manager in order to identify materials for transfer to the Library. Early in October approximately 650 linear feet of Corporation records spanning the period 1911 through 1977 were packed and moved to the Library. One month later, the Carnegie Foundation for the Advancement of Teaching (CFAT) sent its archive, consisting of approximately 250 linear feet of records spanning the period 1905 through 1979. In February the Corporation deposited an additional 180 reels of microfilm, which primarily pertains to the founding of more than 2,500 libraries.

Processing of the Carnegie collections began as soon as the records arrived. Much of the preliminary processing was done by student assistant Vinette Smith who worked part-time on both collections from October through March. During this time, CFAT records were unpacked and rehoused in archivally-sound boxes. Until the collection is

further processed, the inventory which accompanied the collection will be used as a finding aid to the collection.

Because the Corporation records have generated much more research interest than the CFAT records, it was decided early on to process the Corporation records first. To this end, Ms. Smith unpacked and re-boxed two large series within the collection--namely, the Administrative Records and the Reports on Grants--and labelled and stored the 180 reels of microfilm. From the end of May until the beginning of August student assistant Matthew Eichner processed the first of the two major series of Carnegie Corporation grant files. His work consisted of refoldering the records, identifying and solving preservation problems, segregating photographs, photocopying newspaper clippings on acid-free paper, and labelling the boxes with temporary labels. One can get an idea of the size of this project by noting that after two months of indefatigable labor, Mr. Eichner had not quite finished processing the files for the letter "A."

Although the collections will not officially be opened to use until they have been further arranged and described, the Curator has granted many researchers access to information contained in the archives. Since October, 61 reference letters have been answered, eight interlibrary loan requests for Carnegie microfilm have been filled, and ten scholars have examined Carnegie Records on-site. Among the on-site researchers was the eminent scholar of African-American history, August Meier, who is exploring the possibility of publishing the Gunnar Myrdal papers in the archives as a University Publications of America microfilm. Other researchers interested in the archives have come from within the Columbia community as well as from as far away as Japan and New Zealand. Perhaps half of these researchers have sought information about the establishment of Carnegie libraries; the rest have sought biographical information about figures such as Allan Nevins and Sterling O. Brown or have investigated topics such as the growth of the Council on Foreign Relations, philanthropic support for the teaching of the humanities, the rise of the adult education movement, the teaching of Chinese in American high schools and the role of women in American politics.

In spite of staff turn-over at the Corporation--the Corporation Records Manager/Librarian retired, her successor resigned within six months and his successor has yet to be hired--the Curator has maintained a close working relationship with the Corporation's administrative staff and program officers. Together they have discussed the history of the Corporation's philanthropic activities and the kinds of research being done in the archives as well as more practical questions such as access policies, records management techniques, and the transfer of Corporation records to the Library. In addition Corporation Staff have requested and received information and copies of records from the archives.

Plans for future acquisitions are two-fold. First, at the request of the Secretary of the Corporation, a deed of gift which will formalize the Library's acquisition of the archives and ensure that Corporation staff is aware of the Library's access policy will be prepared. In addition, Corporation records which came to light after the initial transfer will be deposited in the Library in the Fall. Among these are early correspondence of Andrew Carnegie, the records of the Treasurer's Office 1911-77, and the records of the Carnegie Commission on College Retirement.

While an enormous amount of processing remains to be done, the Curator's goals for the coming year are limited in view of the shortage of student assistants and the need to provide researchers with in-depth reference service. Processing goals are to do minimal processing of the newly-accessioned records and to continue the more intensive processing

of the grant files. With the aid of a student assistant, the Curator expects to have the first series of grant files processed to the folder level within a year.
The Curator's access/reference goals are to continue to publicize the archives, especially among the Columbia community; and, of course, to provide more and better reference service as the collection is more fully processed.--Patricia A. Cahill, Curator.

Herbert H. Lehman Suite and Papers. The fiscal year 1990-1991 has been one in which active use was made of the collections housed in the Lehman Suite by a variety of scholars. The predominant collection used was that of Governor Lehman, but the Altschul, Baerwald, Poletti, McDonald, and UNRRA collections were also consulted. The research topics included a biographies on Benjamin Cardozo and Charles Poletti; 20th century Nevada politics; survivors of the Holocaust; U.S. views of UNRRA in China; Tammany, 1920-1934; German Jewish leaders, 1933-1938; purges of Fascists in Italy, 1943-1948; and biographies of John F. and Robert F. Kennedy. In all, approximately 16,000 manuscripts and 450 printed items were consulted, with 275 photocopies supplied.

The other primary use of the Suite was for holding graduate seminars by senior faculty and meetings with distinguished visitors to the University. During the fall the Zuckerman Fellows, international students selected as future world political leaders, examined international problems in leadership. This course was led by Professor Gary Sick. During the Spring, Professor Alfred Stepan's class studied transitions in Latin America and Southeast Europe; Professor Seweryn Bialer's class studied social and economic developments in Soviet Politics; and Professor Fritz Stern's class studied the development of Germany since 1914. In October, under the auspices of the Harriman Institute, Stanislav Shatalin, economic advisor to Mikhail Gorbachev, visited the Suite. He spoke of his "500 Day Plan" to radically transform the Soviet Economy. In January the Public Issues Group of the Consortium on the Financing of Higher Education used the Suite. In February a joint meeting with the Law School and the CONOCO group held a seminar on Soviet Developments. The meeting included Soviet visitors on Economic Reform and Foreign Investment in the USSR. In March, the Dean of the Faculty of Law sponsored a reception in honor of Nikolai V. Fyodrov; member, Supreme Soviet of the USSR; member, Committee on legislation, Supreme Soviet of the USSR; Minister of Justice, RSFSR. In May the Columbia University Trustee Committee on Community Affairs met with Deputy Mayor Bill Lynch. In the same month the Harriman Institute's Nationality and Siberian Studies Program held a seminar in cooperation with the Institute of War and Peace. All these groups experienced the Lehman Suite as a special place for intellectual inquiry. This Summer, An NEH seminar for high school teachers is being held in the Suite. The topic is "Classic Study in American-Urban and Social History."

With regard to the physical maintenance of the Suite, a number of minor problems have been corrected. The hole in the ceiling of the Governor's study has been plastered and painted. The project to refinish the wood in the conference room is almost completed. A second project to re-wallpaper the Governor's study has begun. This year, the ceiling tiles in the file rooms were marked for asbestos removal. They were replaced, causing significant disruption of work at the Suite over a six week period. The microfilm reader, television and recording equipment have been upgraded and replaced. Particularly noteworthy is the purchase of recording equipment which will be used to copy the collection's fragile and valuable recordings, thus insuring their permanence. Lastly, the Suite's incandescent lighting is currently being replaced by cost efficient, color sensitive florescent lighting.

The searching and refoldering of Governor Lehman's papers continued intermittently throughout the year; five drawers of material have been processed, and 8 items have been added to the special, legal, and oversize files in Governor Lehman's papers.

In March 1990, Mr. M.S. Novik donated to the Lehman Papers letters, manuscripts, clippings, pamphlets and photos largely concerned with Herbert H. Lehman's senatorial years. In the same month Mrs. F. S. Strauss donated 3 photographs and a book entitled, An Address Welcoming General Dwight D. Eisenhower. In April the Lehman Papers received two brochures regarding The Charles Poletti Power Project from Mr. Poletti. The Novik gift, and both the gifts of F.S. Strauss and Charles Polletti have been fully accessioned and cataloged. These contributions are valuable additions to the papers of Governor Lehman.--Patrick T. Lawlor, Curator.

File

Rare Book and Manuscript Library
Annual Report, July 1990-June 1991

Kenneth A. Lohf
Librarian for Rare Books and Manuscripts

Major developments have occurred this year which will have continuing impact on the direction that the Rare Book and Manuscript Library will take during the next decade. The most important among these is the extensive planning effort that we have been engaged in for much of the year; the process began on November 16 with an all-day session, to which twenty professional staff were invited, including the entire professional staff of the Library. We focused our attention on four major areas: Collection Development, Organization Analysis, Access Services, and Technical Processing. Current programs in each of these areas were reviewed, specific concerns identified, alternate solutions formulated, and arguments for and against suggested solutions evaluated. Immediately following the initial session, the Library's professional staff began meeting weekly to discuss individual concerns and solutions in each of the above areas, a process that will continue into the next fiscal year. A report will be issued at the conclusion of the entire planning project, but it is appropriate to note now that the recommendations that have been made at the sessions, if funded and staffed as required, will have a major impact on the way we organize our efforts and serve our patrons.

In addition to the above developments, we input into the AMC database the remaining data on our manuscript and archival collections in preparation for the publication by G. K. Hall of a guide to our manuscript collections; the inputting of data on the collections was completed in January, and G. K. Hall is now completing design of and advertising for the volume, an introduction was written by the Librarian, AMC tapes have been received by the publisher from RLIN, and publication is projected for February 1992. In response to requests by several of our patrons, both in this country and abroad, we commissioned Ronald Street of the Metropolitan Museum of Art to produce a plaster, hand-colored reproduction of Plimpton Cuneiform Tablet 322, the first appearance of the Pythagorean numbers; fifty reproductions were made which are now available for student use and for sale.

Gifts. Gifts in kind this year have again exceeded $1 million, reaching $1,711,111 (including gifts to the Bakhmeteff Archive), an all-time record. The 127 individual gifts comprised 1,286,340 manuscript items and 1,237 volumes. Especially important among the printed items were the group of books belonging to the family of Stephen Crane and the three Crane family paintings donated by Dr. Robert K. Crane; twentieth century first editions by Graham Green, James Joyce, St. John Perse, and other writers presented by Ronald Dzierbicki; a collection of 324 first editions of contemporary American poetry presented by Lita Hornick; English and American nineteenth century literary first editions received from Frank Sypher; and a rare edition of Maimonides donated by Professor Josef Yerushalmi. Among other printed items donated were a collection of 6,000 engraved portraits received from William H. W. Sabine and six photographic portraits of Lionel Trilling by Cecil Beaton and Walker Evans received from Mrs. Diana Trilling.

Collections of papers established this year include several large gifts, the most prominent among them being those of the Carnegie Corporation, Carnegie Foundation for the Advancement of Teaching, and Sam and Bella Spewack. Substantial gifts of papers were received that strengthened existing collections, including those of the American Bar

Association's War Powers Study, Jacques Barzun, George Borchardt, William Bronk, Carnegie Council on Ethics and International Affairs, Cravath Swaine & Moore files on Edwin Armstrong, Curtis Brown Ltd., Robert Halsband, Otto Rank, John Schaffner, and Gerald Sykes. (All gifts mentioned, as well as numerous additional gifts, are fully described in "Our Growing Collections" which appears in each issue of Columbia Library Columns.)

Purchases. Problems continue to plague the rare book and manuscript market, including the weak dollar, the scarcity of prime material, and the increase in cost of rare items . As noted above, gift funds were added to the principals of several book endowments, which will help us in succeeding years to satisfy partially the demands made by students and faculty to acquire materials required for their researches. In addition, it must be noted that income from endowments allotted each year for purchases remains at a modest level. In spite of all the negative forces, we were able to acquire 144 books and 5,287 manuscript items during the year. Of prime importance was the purchase of the George Antheil correspondence files comprising some 1,500 letters as well as several manuscripts, and a collection of nearly 4,000 letters (purchased over two years) written by Edmund Blunden to members of his family as well as to him by John Betjeman, Siegfried Sassoon, Evelyn Waugh, and other important authors. A significant group of letters written by Tennessee Williams was also acquired by means of the Brander Matthews Fund, including letters written to Elia Kazan, Edward Albee, Brooks Atkinson, Kenneth Tynan, all of which have important bearing on the production of Williams's plays.

Among other significant acquisitions were: exemplars of numerous private presses, including Bird & Bull, Gehenna, Officina Bodoni, Janus, and Doves, the latter including several in Doves Press bindings executed by Cobden-Sanderson; a collection of William Beckford first editions which is of major importance in strengthening our holdings of Beckford publications; a collection of Mary Webb first editions, including several very scarce works, which completes our holdings of this novelist's works; autograph letters of Anthony Trollope and Wilkie Collins; first editions of Charles Baudelaire, René Char, Albert Camus, Evelyn Waugh, Oscar Wilde, and Samuel Beckett; two rare early etchings and a pencil and watercolor drawing by Arthur Rackham; a 1495 printing of St. Thomas Aquinas's Summa Theologica; rare 16th and 17th century editions relating to mathematics, astronomy, and mathematical instruments. One of the most striking books acquired this year on the Albert Ullman Fund was a contemporary artist's book by Robert Schwarz, who illustrated the text of Catullus, La Passione di Roma, with lithographs, letterpress, original drawings and prints.

Finances. Cash contributions in support of specific Library programs totaled $181,111 during 1990-1991. The gift of the papers of the Carnegie Foundation for the Advancement of Teaching, and the Foundation's grant of $105,000 to be added to the endowment established by means of the Carnegie Corporation gift last year, have not only added a major research resource but have enabled the Library to endow a professional position with major responsibility in this area. Recent gifts of $5,000 from Mrs. Margaret Young, matched by $10,000 from Philip Morris, have established the Whitney M. Young Fund for the support of the Young Papers and the Young Foundation Papers. The Edith and Herbert Lehman Foundation presented $14,350 to acquire additional equipment and replace outdated equipment in the Lehman Suite. Contributions to individual endowments included: Herman and Aveve Cohen Fund, $15,000; Louis Henry and Marguerite Cohn Fund, $1,000 from Carol Z. Rothkopf and the A. T. & T. Foundation; Corliss Lamont Fund, $10,000; Otto Rank Fund, $3,000 from the Rank Association; Jack Harris Samuels Fund, $6,761 from distributions of the Trust established under the terms of the Samuels Will; and the Rare Book and Manuscript Endowed Fund, $1,000 from the Viscountess Eccles, and $10,000 from Kulchur Foundation and Lita Hornick.

Friends of the Libraries. The two Council meetings, chaired by the chairman of the Friends, Frank S. Streeter, were held on December 5, 1990, and March 6, 1991. The Council Class of '94, nominated at the March 6 meeting, is comprised of Carter Burden, Elizabeth Cain, Iola Haverstick, George Lowry, Pearl London, Martin Meisel, and Frank Streeter. The Friends hosted two receptions for members and their guests opening the exhibitions, "Vanguard Press from James T. Farrell to Joyce Carol Oates" on December 5, 1990, and "Kulchur Queen and Kulchur Books: Lita Hornick and the Poets She Published," March 6, 1991. The Bancroft Awards in American History and Diplomacy were presented at a dinner sponsored by the Friends on April 3 in Low Library Rotunda.

The financial statement for the year ending June 30, 1990, shows a balance of $40,927 in the Friends' account after a $50,000 transfer from the account to the Rare Book and Manuscript Library Seminar Room fund. Dues contributions for the year totaled $40,132, a twenty percent increase over the previous year. Gifts in kind received from individual Friends totaled $158,331. Special purpose gifts reached $73,111, which includes contributions from Herman and Aveve Cohen, The Viscountess Eccles, Lita Hornick, Corliss Lamont, Edith and Herbert Lehman Foundation, Carol Z. Rothkopf, and Jack Harris Samuels Estate. The total value of gifts and contributions since the establishment of the association in 1951 now stands at $9,062,009. As of June 30, there were 428 memberships in the Friends.

Exhibitions. The year's exhibitions opened on July 5 with a selection of railroad prints from the William Barclay Parsons Collection; curated by Marvin Taylor, the exhibition remained on view through November 20. The gifts of the Vanguard Press Papers from Random House and the Vanguard Press library and various author files from Evelyn Schrifte, the last president of the publishing firm, formed the basis for the exhibition, "Vanguard Press from James T. Farrell to Joyce Carol Oates"; curated by Rudolph Ellenbogen, Patrick Lawlor, and Jane Siegel, the exhibition, which was on view from December 5 to February 22, featured letters, manuscripts, first editions, and photographs of Nelson Algren, Saul Bellow, James T. Farrell, Marshall McLuhan, Joyce Carol Oates, Edith Sitwell, and Dr. Suess.

The third exhibition, "Kulchur Queen and Kulchur Books: Lita Hornick and the Poets She Published," which opened on March 7 and will remain on view through the end of July, featured books, manuscripts, photographs, and drawings presented to the Library by Mrs. Hornick over the past several years relating primarily to the magazine and the series of poetry books which she published. It was curated by Patricia Cahill with the assistance of Rudolph Ellenbogen and Jane Siegel. Both the Vanguard Press and the Kulchur exhibitions received wide coverage in the press and elicited considerable interest among students and visitors to the Library.

Smaller exhibitions in the Library's west corridor included recent gifts and purchases of Samuel Beckett first and limited editions acquired by means of funds donated by Sighle Kennedy; additions to the Harper & Bros. Collection, including an early photograph of the Harper brothers, a mid-nineteenth century school library in its original case, and contracts signed by Herman Melville and Henry James; Charles Saxon drawings for covers of The New Yorker; letters, manuscripts, photographs, drawings, and inscribed publications from the Wladimir Weidlé Papers in the Bakhmeteff Archive; and Alexander and Elizabeth Schuyler Hamilton memorabilia presented by Furman University Library, including Elizabeth Hamilton's double-band gold wedding ring. In addition, several small exhibitions were mounted for special occasions, among them the exhibition of Cicero manuscripts on the occasion of the dedication of the Italian Academy for Advanced Studies in America on May 6; on this occasion Italy's President, Francesco Cossiga, and Prime

Minister, Giulio Andreotti, visited the Library to view the fourteenth and fifteenth century manuscripts, and the Librarian described the Library and the manuscripts on Italian television.

An exhibition of medieval and renaissance manuscripts was held April 9 to mark the publication of the first Rare Book and Manuscript Library Occasional Publication, "Medieval and Renaissance Manuscripts at Columbia University," edited by Beatrice Terrien-Somerville, containing essays by Robert Somerville, John Magee, Milton McC. Gatch, and Jane E. Rosenthal. Finally, a selection of our treasures was displayed for the visit to the Library of the Friends of the American Museum in Britain on November 2. Numerous visiting scholars, potential donors, students, and seminars received tours and lectures and viewed individual rare books and manuscripts virtually throughout the entire year. Our public image remains high, due largely to this program and to the publicity which we receive frequently in both the local and national press.

Personnel. After nearly thirty-four years on the staff as a regular part-time employee, Dorothy Anselmo retired on March 1; she was replaced on April 17 by Yasmin Saira, whose major duties include book processing, desk attending, and paging. The grants received from the Carnegie Corporation and Carnegie Foundation enabled us to fund a new position with responsibilities for these collections; Patricia Cahill was appointed on October 1 as the first Carnegie archivist/reference librarian. The position of exhibition/reference librarian has been vacant since October 1 when Marvin Taylor resigned to accept a position at the Health Sciences Library; the first posting for a replacement was unsuccessful, and at the end of the year we began interviewing candidates following a second, more productive posting, and we hope to fill this position by early fall. On November 1, Mark Koyama was hired as the desk attendant in the Manuscript Reading Room, replacing John Roe; he resigned in May and we are continuing the search for a replacement.

Continuing concerns. While the planning effort will provide recommendations for the operation of the Library over the next five to ten years, there remain concerns of a more immediate nature :

1. The funding for and the completion of the seminar room are at the top of the Library's priorities for capital improvements. There is a vital need for a seminar room in which groups of students and visitors may meet to examine and study books and manuscripts, where small lectures and readings may be held, and where audio-visual facilities will enable the Library to fulfill the need for graphic and sound presentations to classes and visitors.

2. To enable us to provide efficient service to students and scholars, and to give attention to the processing of both book and manuscript backlogs, it is essential that our allotment of funds for general assistants be increased, one of the most critical among the first recommendations to emerge from the planning sessions.

3. The need for additional stack space for the shelving of book and manuscript collections that will be required during the next decade; this need will be partially fulfilled when the Library is assigned additional space on stack 12 at the time the School of Library Service is closed, but additional shelving, possibly at a secure area in the annex, may be required.

4. Despite continual requests made to Facilities, the leaks in the Library continue and are causing damage to the wall boards that will be costly to repair and replace if the leaks are not identified and stopped; and the HVAC continues to present problems in

operation and maintenance, causing damage to rare books and manuscripts and considerable aggravation to staff and patrons.

5. There is need to upgrade the security system for the entire Library, especially stacks 12 through 15 which must be linked to the Holmes system as the renovations for Butler Library begin.

6. To facilitate access to our collections it is necessary to load our AMC records, as well as data on uncataloged collections, into the CLIO system, another strong recommendation made at the planning sessions.

Rare Book Department

Rudolph Ellenbogen
Assistant Librarian for Rare Books

The year 1990-91 has been a busy year for the Rare Book Department. Exhibitions required a major investment in time by the members of the department who filled in for the exhibitions librarian who resigned in September to accept another position. Jane Rodgers Siegel and Pat Cahill especially deserve to be commended for their efforts. Aside from the major exhibitions, Vanguard Press and Kulchur Press, noted elsewhere, smaller exhibitions of materials were mounted, relating to Samuel Beckett, Eugene Canadé etchings for James L Weil's Quarrel with the Rose, 1978, Cicero (in conjunction with a symposium at Columbia), Harper & Brothers, Hebrew Ketubot, Gilbert Highet's photographs for his book Poets in the Landscape, Kelmscott Press ephemera, medieval manuscripts (in conjunction with the publication party for Rare Book and Manuscript Occasional Publication number 1, Medieval and Renaissance Manuscripts), the Paul Palmer Collection of Portraits, and Wladimir Weidle Papers. In addition, materials of interest were selected for exhibition to various visitors and for some of the classes mentioned below.

Other activities during the year included processing and cataloging the Saxon Collection of 650 drawings, 2,800 sketches and 2,100 miscellaneous items; this project is almost completed with the exception of a forthcoming gift of 16 drawings which are to be cataloged, the preparation of the register, and, finally, the inputting into AMC of this collection; this work should be completed in the first quarter of 1991-2.; work on this project extended beyond our original projections because of the turn-over of both professional and student staff. The ongoing preparation of preliminary bibliographic records has kept pace with gifts of books as mentioned elsewhere in this report. Approximately half of the the Sabine Collection of Portraits of Eminent Persons, 3,382 images, have been processed and cataloged; the remainder are being worked on.

Preservation activities during the year included the binding, rebinding, or repair of 207 rare books and 42 non-rare books; in addition, 49 slip cases and 206 preservation cases were made commercially; 29 prints and photographs were matted; 110 items were put in portfolio binders. Special projects this year included conservation work on a salted print photograph of Columbia, 1857, conservation treatment of the 18th century watercolor of Mrs. Piozzi's House at Streatham, and the making of 23 boxes for galley proofs in the Vanguard Press collection. Clarkson foam book cradles were purchased this year, the staff was trained in their use, and a handout for readers was written explaining how these cradles can be used to support the various book structures. A special effort was made this year to select books and manuscripts from the collection which Professor Nicholas Pickwoad's students were assigned for conservation treatment; other materials were selected from the collections for various class assignments such as one which

involved the students in preservation treatment decision making. This year, Dorothy Anselmo, who was our book processor and who had worked in the Rare Book and Manuscript Library since 1957, retired after a long disability. Her work had been picked up by student assistants during the past year; since there were virtually no books cataloged after September, as explained below, student assistants were able to process the backlog and the few materials that came through. The position has now been filled with a permanent Clerical Assistant III.

For the year, the following statistical information for the department should be noted. There were 3,094 reader visits (not including visitors who viewed exhibitions or attended receptions or tours in the Library). A total of 21,463 items were circulated, including 5,877 rare books, 4,068 reference books, 4,894 pieces of ephemera, 4,518 manuscripts, 2,101 oral history memoirs, and 5 microfilms. Use of the Rare Book Department was made by a number of classes including those taught by Professors Koestler (Anthropology), Pickwoad (SLS), Rosenthal (Art History), Somerville (Religion), as well as classes from the departments of English and History. Several classes visited from the Rare Book School in July. Both Professors Pickwoad and Somerville visited with their classes more than once.

In the area of bibliographic control, the arrearages increased by 3 to 55,111 volumes. Received in the department were 1,483 volumes including 1,264 by gift, 144 by purchase on departmental funds, 66 by purchase on other funds, and 9 by transfer from other departments. Of the volumes received in the department during the year (or from volumes already in the department), 246 volumes were cataloged, 0 serials were added, 40 volumes were added locally, 79 duplicates were deaccessioned, 784 were sent to other departments including Gifts and Exchanges, and 331 volumes were put into collections not to be cataloged. 1,686 preliminary bibliographic records were prepared. Although our acquisitions were lower than average, arrearages remained steady. Because the flow of books to Cataloging suddenly stopped, time had to be committed to managing our backlog. Cataloging levels have been extremely low because of the resignation of the Rare Book Cataloger at the beginning of September 1990 and the reassignment during that time of the Bibliographic Assistant to Avery cataloging because of the unavailability of a supervisor to oversee his production of rare book searching and copy cataloging. However, on June 17 Carol Pardo assumed the position of Rare Book Cataloger.

It is hoped that during the upcoming year, major changes will be made in the way that the Rare Book Department works with Monographic Cataloging department. In an attempt to allow for a closer working relation with the cataloger in order to improve the workflow of rare books through cataloging, discussions were begun this year which included various changes in the management of rare materials to be cataloged as well as alternatives for the reporting relationship of the Rare Book Cataloger. Firm decisions were not made pending the arrival, training, and input from the new cataloger.

In addition to the projects already mentioned, the upcoming year will bring the completion of work on the Poetry Broadside exhibition as well as the Arthur Rackham exhibition. Last year NEH partially funded reference work in conjunction with the ESTC project. We will continue to cooperate this summer assisting ESTC with the reference work for the project. We also hope that we will be able to shift material on Stack 15 for the Harper & Brothers additions and shift and rationalize the arrangement of our shelflist, projects that we were unable to accomplish this year because of the lack of staff. During the new year, after we fill the vacant reference/exhibition librarian position, we will experiment in redefining the many activities of this position by giving support to it using the CA III position (which is now full time) and assigning some of the tasks to other librarians, possibly permanently or on a project by project basis. In addition to the many other

projects that we hope to accomplish, the new year will, as always, bring many unforeseen projects as well as the changes and challenges resulting from our year of planning.

Manuscript Department

Bernard R. Crystal
Assistant Librarian for Manuscripts

This has been a year occupied with special projects. The department's professional staff devoted many hours preparing for and participating in the Rare Book and Manuscript Library Planning Session for the 1990s. Patrick Lawlor and Henry Rowen spent 40% of their time from July 1990 through January 1991 reviewing and revising all the collection entries in RLIN AMC in order to complete the editing for the second edition of our manuscript collection guide to be published by G. K. Hall in 1992. In the course of their editing, they discovered that 200 collections had never been entered by the New York State Documentary Heritage Program recon project in 1989; therefore, they had to do authority work and input the lacking entries on very short notice. Another project funded by New York State to preserve historic glass and acetate photographic negatives in the papers of the architect and theatrical designer, Joseph Urban, was completed by the Northeast Document Conservation Center and could not have been accomplished without the cooperation and assistance of the staff of the Preservation Department.

The Papers of Varian Fry which were received in the early 1970s have been completely reorganized and reprocessed with the assistance of The United State Holocaust Memorial Museum and Pierre Sauvage, President of the Friends of Le Chambon. Fry, a courageous American acting on behalf of the Emergency Rescue Committee, assisted several thousand intellectuals and other individuals escape from Nazi-Occupied France in 1940-1941. The Museum's opening exhibit in 1993 will feature countless items from the Fry Papers including a selection from among the hundreds of photographs Fry took while in France. Mr. Sauvage has cataloged the photographs and expects to return them to the Library in the fall along with a computerized database to access the images.

After several years of negotiations, the records of the Carnegie Corporation and Carnegie Foundation for the Advancement of Teaching came to the Library. Patricia Cahill, the new curator of the Carnegie Corporation archives, oversaw the move of the records to Columbia and set up reference and processing routines to deal with the nearly 1,000,000 records which were received. (See separate report below)

During the year we processed major additions to the papers of the playwright and screenwriter Samson Raphaelson, the papers of Professor Mark Van Doren, and a complete file of letters by the composer, Professor Douglas S. Moore, to his mother. The 1989 addition to the Curtis Brown Ltd. Records was also finished. The processing of the Vanguard Press Records and series I of the Robert Wilson Papers were completed, and we began to process a number of other large collections including the papers of three poets: Edmund Blunden, William Bronk, and John Unterecker. In addition we were able to proceed with work on the papers of stage and screen writers, Sam and Bella Spewack; approximately 75,000 items were sorted, arranged and boxed by a student assistant, and Paul R. Palmer, former Theater Arts Librarian and Curator of Columbiana, came out of retirement as a volunteer to catalog the letters and manuscripts of the numerous performing arts luminaries with whom the Spewacks corresponded. The use of an experienced volunteer is one way we are coping with manuscript processing and cataloging during a period of declining income.

During 1990/1991 the Department (including the Bakhmeteff Archive and the Lehman Suite) accessioned 1,331,582 manuscript items (1,439.5 linear feet) by gift, transfer, and purchase, increasing its total holdings to 25,976,965 manuscript items (203,170.5 linear feet). 21 new collections (including 2 for the Bakhmeteff Archive) were added during the year, increasing the total number of collections from 2,136 to 2,157. The total number of manuscripts items processed during the year was 542,751 (682 linear feet). Of the total number of manuscripts processed, 16,435 individual letters, manuscripts and documents were cataloged

Researchers used 2,555,997 manuscript items last year, and there were 1,560 reader visits. In addition 17,053 customer photocopy exposures were made during the year. In the last few years the total number of readers visits and manuscripts used has risen at a steady rate; consequently the amount of time that reference and access staff devote to public service has increased accordingly. At peak times during the year, such as the Easter week and the summer months, reference and access services take precedence over cataloging and processing activities.

When the Rare Book and Manuscript Library Planning Session reconvenes in the fall of 1991, decisions to be be made on the direction of manuscript processing and preservation will be of crucial importance to the future operations of the Manuscript Department. In the coming year we expect to complete the processing of the Unterecker and Spewack Papers, as well as those of John Garraty, professor of history. In addition we will continue processing the papers of William Bronk and Edmund Blunden. The major project scheduled for next year will be unpacking and processing more than 120 record storage cartons of the first major addition to the archives of Harper & Row since the initial accession in 1972.

Bakhmeteff Archive. 1990-1991 was memorable for the large number of visitors who came to the Bakhmeteff Archive. Statistics record a total of 79 readers, the largest number in the Archive's history. During the past few years readership has averaged between 50 and 60, with a previous high of 63 readers in 1982-1983. Even more significant has been the steady increase in readers from the Soviet Union. Before Gorbachev's reforms and the easing of travel restrictions to the United States, it was a rare event for Soviet scholars to do research in the Bakhmeteff Archive, but this pattern started to change dramatically with the arrival of 7 Soviet readers in 1988-1989, 13 in 1988-1989, and most recently 32 in 1990-1991, almost the exact equal of the number of American readers (33). Of the 32 Soviet readers, 25 spoke only Russian which resulted in the Curator spending more time than usual helping interpret their daily requests. The readership was also distinguished by 9 Columbia graduate students, 2 alumni, and one faculty member. In addition to scholars doing research, the Archive was visited by a number of librarians and archivists representing some of the world's most important Slavic collections, including the Helsinki University Library, TSGALI (The Central State Archives of Literature and Art) in Moscow, and the V. Stefanik Library in L'vov.

In May of 1991 the Russian emigre poet Igor Chinnov included the Bakhmeteff Archive in his visit to Columbia University. Mr. Chinnov was greatly impressed by a special exhibition featuring the papers of the critic Wladimir Weidle, and later wrote an article in the New York newspaper Novoe Russkoe Slovo thanking the Archive for preserving the history of the Russian emigration.

The high point of the year was the October visit of Lidiia Opulskaia and Nataliia Velikanova who are preparing a new edition of the complete works of L. N. Tolstoy. As representatives of the Gorky Institute of World Literature and the Tolstoy Museum in

Moscow they presented Columbia University with photocopies of letters from Aylmer Maude (Tolstoy's English translator) to Tolstoy, and in exchange the Library gave them a microfilm of Tolstoy's letters to Maude which are held by the Rare Book and Manuscript Library. Soviet archives are extremely anxious to exchange copies of archival materials with American libraries and to engage in joint publication projects. It seems likely that the Tolstoy exchange will be only the first of many such cooperative ventures.

At the same time that the Bakhmeteff Archive increased its contacts with institutions abroad, it also tried to improve lines of communication within the university through the formation of a Slavic and East European Acquisitions Committee. The newly formed committee was chaired by the Curator of the Bakhmeteff Archive and members included the Slavic Bibliographer, the Head of the Order Pre-Cataloging Records Department and four faculty members. Primary goals of the committee were to better coordinate book and manuscript acquisitions, and to provide a forum for faculty members and librarians to discuss the acquisition and use of library resources. The first issue for action was identified as the need for better communication between the library, faculty and students, and it was decided to welcome all new and returning graduate students and faculty members in Slavic and Eastern European studies with a reception at the Rare Book and Manuscript Library this fall. In addition, a library information packet for new graduate students will be prepared.

The advantages of cooperation between different departments of the university were made obvious through the Bakhmeteff Archive's acquisitions during the past year. Professor Marc Raeff, former chairman of the Bakhmeteff Archive Administrative Committee, was instrumental in obtaining the papers of Menshivik leader Boris Sapir, and Columbia's Slavic Bibliographer, Eugene Beshenkovsky, has been actively collecting Soviet and Eastern European independent press publications for the Archive.

Substantial progress was made on the inventory of printed materials in the Bakhmeteff Archive, and this project should be completed next year. Processing of manuscript collections proceeded slowly both because of the lack of student assistants for much of the year, and due to the overwhelming demands of public service upon the Curator's time. Even so, the Ferenc Nagy Papers and Benckendorff Family Papers have been organized, and sorting of the Boris Sapir Papers was begun.

The major new project next year will be the processing of the independent press materials, including the creation of Pro-Cite bibliographic records for the entire collection. Efforts will continue to improve the Bakhmeteff Archive's outreach program to Columbia students and faculty.--Ellen Scaruffi, Curator.

Carnegie Archives. In September the Curator began to meet regularly with the Carnegie Corporation Records Manager in order to identify materials for transfer to the Library. Early in October approximately 650 linear feet of Corporation records spanning the period 1911 through 1977 were packed and moved to the Library. One month later, the Carnegie Foundation for the Advancement of Teaching (CFAT) sent its archive, consisting of approximately 250 linear feet of records spanning the period 1905 through 1979. In February the Corporation deposited an additional 180 reels of microfilm, which primarily pertains to the founding of more than 2,500 libraries.

Processing of the Carnegie collections began as soon as the records arrived. Much of the preliminary processing was done by student assistant Vinette Smith who worked part-time on both collections from October through March. During this time, CFAT records were unpacked and rehoused in archivally-sound boxes. Until the collection is

further processed, the inventory which accompanied the collection will be used as a finding aid to the collection.

Because the Corporation records have generated much more research interest than the CFAT records, it was decided early on to process the Corporation records first. To this end, Ms. Smith unpacked and re-boxed two large series within the collection--namely, the Administrative Records and the Reports on Grants--and labelled and stored the 180 reels of microfilm. From the end of May until the beginning of August student assistant Matthew Eichner processed the first of the two major series of Carnegie Corporation grant files. His work consisted of refoldering the records, identifying and solving preservation problems, segregating photographs, photocopying newspaper clippings on acid-free paper, and labelling the boxes with temporary labels. One can get an idea of the size of this project by noting that after two months of indefatigable labor, Mr. Eichner had not quite finished processing the files for the letter "A."

Although the collections will not officially be opened to use until they have been further arranged and described, the Curator has granted many researchers access to information contained in the archives. Since October, 61 reference letters have been answered, eight interlibrary loan requests for Carnegie microfilm have been filled, and ten scholars have examined Carnegie Records on-site. Among the on-site researchers was the eminent scholar of African-American history, August Meier, who is exploring the possibility of publishing the Gunnar Myrdal papers in the archives as a University Publications of America microfilm. Other researchers interested in the archives have come from within the Columbia community as well as from as far away as Japan and New Zealand. Perhaps half of these researchers have sought information about the establishment of Carnegie libraries; the rest have sought biographical information about figures such as Allan Nevins and Sterling O. Brown or have investigated topics such as the growth of the Council on Foreign Relations, philanthropic support for the teaching of the humanities, the rise of the adult education movement, the teaching of Chinese in American high schools and the role of women in American politics.

In spite of staff turn-over at the Corporation--the Corporation Records Manager/Librarian retired, her successor resigned within six months and his successor has yet to be hired--the Curator has maintained a close working relationship with the Corporation's administrative staff and program officers. Together they have discussed the history of the Corporation's philanthropic activities and the kinds of research being done in the archives as well as more practical questions such as access policies, records management techniques, and the transfer of Corporation records to the Library. In addition Corporation Staff have requested and received information and copies of records from the archives.

Plans for future acquisitions are two-fold. First, at the request of the Secretary of the Corporation, a deed of gift which will formalize the Library's acquisition of the archives and ensure that Corporation staff is aware of the Library's access policy will be prepared. In addition, Corporation records which came to light after the initial transfer will be deposited in the Library in the Fall. Among these are early correspondence of Andrew Carnegie, the records of the Treasurer's Office 1911-77, and the records of the Carnegie Commission on College Retirement.

While an enormous amount of processing remains to be done, the Curator's goals for the coming year are limited in view of the shortage of student assistants and the need to provide researchers with in-depth reference service. Processing goals are to do minimal processing of the newly-accessioned records and to continue the more intensive processing

of the grant files. With the aid of a student assistant, the Curator expects to have the first series of grant files processed to the folder level within a year.
The Curator's access/reference goals are to continue to publicize the archives, especially among the Columbia community; and, of course, to provide more and better reference service as the collection is more fully processed.--Patricia A. Cahill, Curator.

Herbert H. Lehman Suite and Papers. The fiscal year 1990-1991 has been one in which active use was made of the collections housed in the Lehman Suite by a variety of scholars. The predominant collection used was that of Governor Lehman, but the Altschul, Baerwald, Poletti, McDonald, and UNRRA collections were also consulted. The research topics included a biographies on Benjamin Cardozo and Charles Poletti; 20th century Nevada politics; survivors of the Holocaust; U.S. views of UNRRA in China; Tammany, 1920-1934; German Jewish leaders, 1933-1938; purges of Fascists in Italy, 1943-1948; and biographies of John F. and Robert F. Kennedy. In all, approximately 16,000 manuscripts and 450 printed items were consulted, with 275 photocopies supplied.

The other primary use of the Suite was for holding graduate seminars by senior faculty and meetings with distinguished visitors to the University. During the fall the Zuckerman Fellows, international students selected as future world political leaders, examined international problems in leadership. This course was led by Professor Gary Sick. During the Spring, Professor Alfred Stepan's class studied transitions in Latin America and Southeast Europe; Professor Seweryn Bialer's class studied social and economic developments in Soviet Politics; and Professor Fritz Stern's class studied the development of Germany since 1914. In October, under the auspices of the Harriman Institute, Stanislav Shatalin, economic advisor to Mikhail Gorbachev, visited the Suite. He spoke of his "500 Day Plan" to radically transform the Soviet Economy. In January the Public Issues Group of the Consortium on the Financing of Higher Education used the Suite. In February a joint meeting with the Law School and the CONOCO group held a seminar on Soviet Developments. The meeting included Soviet visitors on Economic Reform and Foreign Investment in the USSR. In March, the Dean of the Faculty of Law sponsored a reception in honor of Nikolai V. Fyodrov; member, Supreme Soviet of the USSR; member, Committee on legislation, Supreme Soviet of the USSR; Minister of Justice, RSFSR. In May the Columbia University Trustee Committee on Community Affairs met with Deputy Mayor Bill Lynch. In the same month the Harriman Institute's Nationality and Siberian Studies Program held a seminar in cooperation with the Institute of War and Peace. All these groups experienced the Lehman Suite as a special place for intellectual inquiry. This Summer, An NEH seminar for high school teachers is being held in the Suite. The topic is "Classic Study in American-Urban and Social History."

With regard to the physical maintenance of the Suite, a number of minor problems have been corrected. The hole in the ceiling of the Governor's study has been plastered and painted. The project to refinish the wood in the conference room is almost completed. A second project to re-wallpaper the Governor's study has begun. This year, the ceiling tiles in the file rooms were marked for asbestos removal. They were replaced, causing significant disruption of work at the Suite over a six week period. The microfilm reader, television and recording equipment have been upgraded and replaced. Particularly noteworthy is the purchase of recording equipment which will be used to copy the collection's fragile and valuable recordings, thus insuring their permanence. Lastly, the Suite's incandescent lighting is currently being replaced by cost efficient, color sensitive florescent lighting.

The searching and refoldering of Governor Lehman's papers continued intermittently throughout the year; five drawers of material have been processed, and 8 items have been added to the special, legal, and oversize files in Governor Lehman's papers.

In March 1990, Mr. M.S. Novik donated to the Lehman Papers letters, manuscripts, clippings, pamphlets and photos largely concerned with Herbert H. Lehman's senatorial years. In the same month Mrs. F. S. Strauss donated 3 photographs and a book entitled, An Address Welcoming General Dwight D. Eisenhower. In April the Lehman Papers received two brochures regarding The Charles Poletti Power Project from Mr. Poletti. The Novik gift, and both the gifts of F.S. Strauss and Charles Polletti have been fully accessioned and cataloged. These contributions are valuable additions to the papers of Governor Lehman.--Patrick T. Lawlor, Curator.

COLUMBIA UNIVERSITY
THE LIBRARIES *Date* 7/29/91

To KAL

From BRC & JRS

- ☐ review & comment
- ☐ per our conversation
- ☐ for your information
- ☒ at your request
- ☐ for your file
- ☐ for appropriate action
- ☐ what should I reply?
- ☐ please return

Approximate numbers of
mss. purchased
1990/91

ca 1,500 Anthiel payments I (293) II (293) 521; 297

3 Bennett 3 als (293) —

3 to Cobbes 3 als (293)

3 + Cobbes (293)

ca 3700 Blunden (Rota) 293

1 Marquis (293)

7 Fletcher (293)

1 Brett

1 Young

5 Rank fund

45 Williams from Chester sale 5/21 (487)

7 Mason to Cobbes (492)

3 Trollope, etc. (493)

2 Del Mont (522)

```
MM>read  12


 Message  12  (1953  chars)
Return-Path:  <sloan>
Received:  by cunixf.cc.columbia.edu     (5.59/FCB)
          id AA18536;  Wed,  19 Sep  90  16:42:01  EDT
Date:  Wed,  19 Sep  90  16:41:58  EDT
From:  Elaine  Sloan  <sloan@cunixf.cc.columbia.edu>
To:  giral,  henry,  lohf,  mandel
Cc:  kassel
Subject:  meeting  with  French  senators
Message-Id:  <CMM.0.88.653776918.sloan@cunixf.cc.columbia.edu>

I had lunch at the Counselate  today with the delegation  and several
other "information  professionals"(radio  and TV, film and museum)  and
have a different  idea about the 2 hours with us.  Instead  of sitting  in
my office  trying  to deal  with a wide range  of questions,  I thought  that
we'd begin  with coffee  from 10 to 10:30, enough  time for introductions
and an overview  of Columbia  (please  give Kit any handouts  you think
would be useful.  Kit, you can ask Dan if he has anything  on hand for
us to give them).  I thought  that Chuck  could take them to Ken,
stopping  to show them ETS.  Ken could give them a brief  overview.
Angela  could pick them up (or escort  them if you want to stay for the
tour) at 11:15ish  and take them to Avery  for a brief  tour and demo  of
the videodisc  project.  This is, of course,  whirlwind,  but it is a
political  group that has visited  the UK and LC already.  There  is a
good deal  of controversy  about the Biblioteque,  especially  the
architecture.  They have questions  about preservation  (Should  we show
them our facilities?)  and about bringing  together  print and non-print
info.  (The reason  for the stop at ETS and the visit  to Avery.  Kit
distributed  the questions  the Counsel  sent us, but frankly,  I think
they'd gain more from the tour.  I'll be out tomorrow,  but please  let
Kit know what you think  of this plan.  As always,  I'm prepared  to make
last minute  changes  as needed and I suggest  that whatever  the plan,  we
remain  flexible...I  look  forward  to seeing  you on Friday  (if you can
arrive  around  9:45,  we'll have time to "get  our act together".  Many
thanks  for taking  the time...es
```

COLUMBIA UNIVERSITY
Information and Visitor Services

201 Dodge
Telephone: (212)854-2845

VISITOR INFORMATION

Date Tuesday, September 4, 1990

Time Due at Visitor Services 9:15 a.m. Number of Visitors 1

For Jacqueline Sanson

Position/Title Head, Departmentof Printed Books, National Library of France

From France

Escort/Interpreter-s

Special Interests Rare Books & Manuscripts Librarian

Appointments Arranged

9:30 Kenneth Lohf, Librarian, Rare Books & Manuscripts Library;
6th Floor East, Butler Library 854-2231

Remarks

Programmed by June H. Dahlke 854-2845
Visitor Services, C.U.

USIA
Contact Agency Programmer Phone #

C.U. Escort/s

8/27 KH

Visitor Program Service of
Meridian House International

1624 Crescent Place, N.W.
Washington, D.C. 20009
Telephone: (202) 667-6670
1-800 424-2974
FAX (202) 667-8980

Biographic information on Ms. Jacqueline SANSON of France. Ms. Sanson will be visiting the United States under the auspices of the International Visitor Program of the U.S. Information Agency (USIA). Her program is being arranged by Mrs. Rose Marie Ames and Ms. Eurica Huggins of the Visitor Program Service of Meridian House International.

August 5 - September 4, 1990

NAME: Ms. Jacqueline SANSON (Sahn Sohn)

PRESENT POSITION: Head of the Department of Printed Books, National Library of France, since November 1988

PERSONAL DATA:

Born:	February 25, 1948, Amboise, France
Marital Status:	Married, three children
Mailing Address:	office: Bibliotheque Nationale 58, rue de Richelieu 74002 Paris, France home: 34, rue de l'Echiquer 75010 Paris, France
Languages:	French
Knowledge of English:	Good
Dietary Restrictions:	none

PAST POSITIONS: Head of the Photographic Service at the National Library of France, 1986-88

Curator, Department of Engravings and Photography, National Library of France, 1972-86

ACADEMIC BACKGROUND: Special degree for librarians, historians and archivists, Ecole Nationale de Chartes (prestigious school run by the Ministry of Education), Paris, 1972

Degree in Art History, Paris, 1970

...continued...

Visitor Program Service of Meridian House International is a private, nonprofit organization operating under a grant from the U.S. Information Agency (USIA), to arrange professional programs and travel, in the United States, for foreign visitors participating in the International Visitor Program of USIA

Ms. Sanson continued

TRAVELS ABROAD: The Caribbean, Egypt, Europe (East and West), Iran, Israel, Japan, Madagascar, Senegal, Turkey, USSR, and United States (tourism and escort trips with works of art)

PUBLICATIONS: Articles and brochures on Loire River Castles (Chaumont, 1989 & 1980; Amboise in 1973, 1974); articles in exhibit catalogues on André Maurois, Jules Romain, Colbert, Richelieu and Henri III

PROFESSIONAL BACKGROUND

Ms. Sanson heads the Department of Printed Books, one of the most important departments in the French National Library. She supervises a staff of 200, including 30 curators and a department encompassing 10 million documents and 200,000 rare and precious books. She is also active in the planning for the new Bibliotheque de France which is scheduled for completion in 1995. She will probably assume an important position in that library when it is completed.

OBJECTIVES:

Ms. Sanson has a broad range of objectives for her visit. As an official of the National Library she has specially requested an in-depth look at the organization and operation of our national library, the Library of Congress. This would include such details as:

- the flow of books within the library and into the public's hands;
- regulations governing the use of library materials (especially rare books and artifacts of the 16th and 17th centuries);
- aspects of the personnel system: profiles of average employees, special preparation or training sessions for dealing with the public, considerations of second-language proficiency and programs for refreshing and updating skills.

These same concerns would, of course, apply to visits to other major public or university libraries.

During her visit she hopes to:

- Meet with library management experts and those directing library collections, particularly those featuring rare books, engravings, drawings or precious artifacts. In this context, she is eager to learn more about the ways U.S. Libraries safeguard valuable items while, at the same time, making them available to the public. How are rare books and manuscripts housed ("off limits"? In general circulation?) What is the lending policy? In what practical ways are loaned materials protected.

- Observe the role played by computers in large libraries. Her interest is broader than just automated catalogues, and she specifically would like to see ways in which computers help the public to utilize resources.

- Discuss how large libraries handle internal communications. What systems are used to track and transport books or collections? How are such documents physically and when they have to be moved?

- Learn about U.S. library personnel exchange programs, especially for administrators, cataloguing experts, and conservation specialists.

- Visit one or two universities with strong Library and Information Science programs to observe how the subject is taught, and the relation between the school and working libraries.

As someone with extensive experience in the conservation of rare prints and drawings, she would like to visit similar collections in the U.S. to see;

- how rare materials are made accessible to the general public;

- if libraries get involved in reproducing their more valuable items, if so, what techniques are used, and whether such reproductions are later catalogued as part of permanent collections.

As one involved in the planning for the new building which will house the Biblioteque Nationale, she hopes to visit some newly constructed major libraries to discuss their planning, design and implementation.

Ms. Sanson's previous visits to the United States have been brief, and she is looking forward to making this professional experience an opportunity to explore the regional, cultural and social diversity of the United States.

GIFTS

JULY 1990 - JUNE 1991

MONTH	NO. OF DONATIONS	VOLS.	MSS.	TOTAL VALUE	of which this is value of Friends donations	
JULY	5	10	6,551	$21,775	$250	
AUGUST	9	120	11,122	$25,110	$18,425	
SEPTEMBER	7	1	40,608	$23,800	$150	
3 month totals						
OCTOBER	13	154	1,812	$22,961	$10,511.	
NOVEMBER	12	194	22,754	$21,560	$10,360	
DECEMBER	21	389	1,009,733	$1,311,930	$46,180	
~~3 mo. totals~~ 6 mo. totals	67	868	1,092,580	$1,423,136	$96,236	
JANUARY	8	1	31,845	$21,310	$4980	
FEBRUARY	14	26	65,311	$45,960	$14,785	
MARCH	15	328	86,016	$51,275	$38,450	
~~3 mo. totals~~ 9 mo. totals	104	1,223	1,281,752	$1,545,671.	$154,371.	
APRIL	5	5	60	$800.	$625	
MAY	7	9	4,509	$4385	$3335	
JUNE	2	—	19	$255	—	
3 mo. totals 12 mo. totals	118	1,237	1,286,340	$1,551,111	$158,331	

BAR $\frac{+1 \text{ (Kathy)}}{12-1}$

20,000 $168,000

1,711,111

1990-1991 annual reports

Gifts/Bequests in Cash

Lehman Foundation - $14,350.
Samuels Fund - $1,278.14 + 1,278.14 + 1278.14
Carnegie Foundation for the Advancement of Teaching - $125,000.
Lita Homicke - $10,000
Margaret B Young - $5,000
(Philip Morris Companies, Inc matching $10,000)

Estate of Robert Lehman Foundation 14,350
Margaret B Young 5,000 + 15,000 Philip Morris
William + Anne Cohen 15,000
Cecil Z Rothschild 1,000
Carlos Lamont 15,000
Jack Harris Samuels Estate 6,761
Visionaries Circle 1,000
Lita Homicke 11,000

Total $73,111

Columbia University in the City of New York | New York, N.Y. 10027

THE LIBRARIES 535 West 114th Street

FROM: Kris Kavanaugh

TO: Sheila Carney, Kitty Chibnik, Bernard Crystal, Elizabeth Davis, Olha della Cava, Hollee Haswell, Amy Heinrich, Susan Klimley, Anita Lowry, Robert McDonald, Bill Middleton, Jay Mitchell, Jill Parchuck, Ron Smith, Elida Stein, Steve Wiist, Robert Wolven

RE: Change in Size of Collection Statistics

DATE: December 27, 1991

Attached are the change in size of collection statistics (standard printed materials, microforms and other formats) for 90/91.

Also attached is a three year comparison of volumes added, withdrawn, and the net change by library for standard printed materials which may be of interest to you. A comparison excluding HSL and Law is also included.

Of note in 1990/91... total volumes added declined 17.9% (20.1% **excluding** HSL and Law) total volumes withdrawn increased 19.2% (a decrease of 28.9% **excluding** HSL and law) resulting in a net change decrease of 20.7% (19.5% **excluding** HSL and Law) vs. 89/90.

If anyone has any questions please feel free to call.

cc: E. Betancourt
H. Dillon
T. Ferguson
A. Giral
B. List
C. Mandel
E. McIlvaine
R. Reiter
J. Sahner
E. Sloan
J. Winland

COLUMBIA UNIVERSITY LIBRARIES
CHANGE IN SIZE OF COLLECTIONS
July 1, 1990 TO June 30, 1991

SUMMARY SHEET : STANDARD PRINTED MATERIALS

LIBRARY NAME	JULY 1, 1990	TOTAL ADDED	TOTAL WITHDRAWN	NET CHANGE	JUNE 30, 1991
HUMANITIES & HISTORY DIVISION					
Butler Library					
Central Stacks	1,694,121	36,595	484	36,111	1,730,232
Graphic Arts Collection	14,840	215	0	215	15,055
Instructional Library	0	0	0	0	0
Burgess-Carpenter Library	175,237	5,320	521	4,799	180,036
College Library	44,189	11	26	(15)	44,174
Philosophy Library	14,633	45	63	(18)	14,615
Library Service Library	107,237	2,090	3	2,087	109,324
Music Library	61,144	2,717	113	2,604	63,748
Reference Collection	51,251	1,185	0	1,185	52,436
Microform Reading Room	399	13	0	13	412
TOTAL HUMANITIES & HISTORY DIVISION	2,163,051	48,191	1,210	46,981	2,210,032
SCIENCE AND ENGINEERING DIVISION					
Biological Sciences Library	49,602	1,289	2,033	(744)	48,858
Chemistry Library	42,841	1,219	57	1,162	44,003
Engineering Library	201,075	3,867	342	3,525	204,600
Geology Library	87,810	1,895	0	1,895	89,705
Geoscience (Lamont) Library	27,248	636	373	263	27,511
Mathematics Library	33,125	1,216	52	1,164	34,289
Physics Library	31,114	1,349	313	1,036	32,150
Psychology Library	32,461	742	875	(133)	32,328
Science Library	75,198	2,906	285	2,621	77,819
TOTAL SCIENCE & ENGINEERING DIV.	580,474	15,119	4,330	10,789	591,263
SOCIAL SCIENCE DIVISION					
Business Library	374,363	6,463	302	6,161	380,524
Documents Service Center	89,734	20	0	20	89,754
Journalism Library	15,712	551	11	540	16,252
Lehman Library	278,031	12,029	77	11,952	289,983
Social Work Library	136,220	3,212	102	3,110	139,330
TOTAL SOCIAL SCIENCE DIVISION	894,060	22,275	492	21,783	915,843
DISTINCTIVE COLLECTIONS					
Avery Library	151,136	2,617	6	2,611	153,747
Fine Arts Library	88,127	2,379	5	2,374	90,501
Ware Library	10,316	405	1	404	10,720
East Asian Library	551,327	11,052	30	11,022	562,349
Health Sciences Library	442,690	8,539	160	8,379	451,069
Law and International Law Library	714,749	10,445	6,237	4,208	718,957
Rare Book and Manuscript Library	408,515	1,170	0	1,170	409,685
Columbiana	28,100	27	0	27	28,127
TOTAL DISTINCTIVE COLLECTIONS	2,394,960	36,634	6,439	30,195	2,425,155
TOTAL CHANGE IN SIZE OF COLLECTIONS	6,032,545	122,219	12,471	109,748	6,142,293

COLUMBIA UNIVERSITY LIBRARIES
CHANGE IN SIZE OF COLLECTIONS
July 1, 1990 TO June 30, 1991

SUMMARY SHEET: MICROFORMS

LIBRARY NAME	MICROFORM REELS Net Add	MICROFORM REELS 6/30/91	MICROFICHES Net Add	MICROFICHES 6/30/91	MICROCARDS Net Add	MICROCARDS 6/30/91	MICROPRINTS Net Add	MICROPRINTS 6/30/91	ALL MICROFORMS Net Add	ALL MICROFORMS 6/30/91
HUMANITIES & HISTORY DIVISION										
Butler Library										
Central Stacks *	20	107	10	10	0	0	0	0	30	117
Library Service Library	20	1,765	568	10,893	0	0	0	0	588	12,658
Microform Reading Room	1,735	127,001	17,186	295,974	0	59,776	0	318,171	18,921	800,922
Music Library	0	1,045	0	1,150	0	3,957	0	0	0	6,152
Reference	0	133	523	9,316	0	0	0	0	523	9,449
TOTAL HUMAN. & HISTORY DIV.	1,775	130,051	18,287	317,343	0	63,733	0	318,171	20,062	829,298
SCIENCE AND ENGINEERING DIVISION										
Biological Sciences Library	6	6,590	0	4,472	0	0	0	0	6	11,062
Chemistry Library	37	1,594	0	4,631	0	360	0	0	37	6,585
Engineering Library	14	7,695	40,595	1,382,706	0	0	0	0	40,609	1,390,401
Geology Library	0	47	1	588	0	14	0	0	1	649
Geoscience (Lamont) Library	0	558	506	17,232	0	5,153	0	0	506	22,943
Mathematics Library	0	198	0	9,378	0	0	0	0	0	9,576
Physics Library	16	1,197	3	966	0	316	0	0	19	2,479
Psychology Library	0	243	4	2,941	0	0	0	0	4	3,184
Science Library	89	787	0	673	0	0	0	0	89	1,460
TOTAL SCIENCE AND ENGINEERING D	162	18,909	41,109	1,423,587	0	5,843	0	0	41,271	1,448,339
SOCIAL SCIENCE DIVISION										
Business Library	250	5,786	22,990	614,575	0	43,122	0	0	23,240	663,483
Documents Service Center	0	1,000	7,261	453,413	0	0	0	185,140	7,261	639,553
Journalism Library	79	1,808	11	23,246	0	0	0	0	90	25,054
Lehman Library	783	21,886	4,465	142,002	0	1,235	0	0	5,248	165,123
Social Work Library	1	165	0	3,275	0	0	0	0	1	3,440
TOTAL SOCIAL SCIENCE DIVISION	1,113	30,645	34,727	1,236,511	0	44,357	0	185,140	35,840	1,496,653
DISTINCTIVE COLLECTIONS										
Avery Library	67	1,496	1,573	20,015	0	0	0	0	1,640	21,511
Fine Arts Library	1	97	45	2,757	0	0	0	0	46	2,854
East Asian Library	173	12,772	22	9,121	0	0	0	0	195	21,893
Health Sciences Library	0	72	2,560	25,393	0	0	0	669	2,560	26,134
Law Library	1,995	16,632	89,224	372,269	(38,268)	12,033	0	0	52,951	400,934
Rare Book & Manuscript Lib.	56	1,207	0	11	0	0	0	0	56	1,218
Columbiana	0	0	0	0	0	0	0	0	0	0
TOTAL DISTINCTIVE COLLECTIONS	2,292	32,276	93,424	429,566	(38,268)	12,033	0	669	57,448	474,544
TOTAL CHANGE SIZE OF COLLECTIONS	5,342	211,881	187,547	3,407,007	(38,268)	125,966	0	503,980	154,621	4,248,834

* Burgess-Carpenter

COLUMBIA UNIVERSITY LIBRARIES
OTHER FORMATS
CATALOGING ADDITIONS
JULY 1/90 - JUNE 30/91 TOTALS

	Maps	Films	Film Strip	Slide	Audio Casse	Audio Tapes	Phon Recor	Video Casset	Video Tape	Mach Read Mater	compact Discs	Sound Record	Video Disc
HUMANITIES & HISTORY DIV.													
Butler Library	0	0	0	0	0	0	0	0	0	0	0	0	0
Central Stacks *	0	0	0	0	0	0	0	0	0	0	0	0	0
Graphic Arts Collections	0	0	0	0	0	0	0	0	0	0	0	0	0
Instructional Library	0	0	0	0	0	0	0	0	0	0	0	0	0
Burgess-Carpenter	0	0	0	0	0	0	0	0	0	0	0	0	0
College Library	0	0	0	0	0	0	0	0	0	0	0	0	0
Philosophy Library	0	0	0	0	0	0	0	0	0	0	0	0	0
Library Service Library	0	0	0	0	0	0	0	0	0	0	0	0	0
Music Library	0	0	0	0	0	0	34	0	0	0	0	4	0
Reference Collection	0	0	0	0	0	0	0	0	0	0	0	0	0
Microform Reading Room	0	2	0	0	0	0	0	0	0	0	0	0	0
TOTAL HUMANITIES & HISTORY	0	2	0	0	0	0	34	0	0	0	0	4	0
SCIENCE AND ENGINEERING DIV.													
Biological Sciences	0	0	0	0	0	0	0	0	0	0	0	0	0
Chemistry Library	0	0	0	0	0	0	0	0	0	0	0	0	0
Engineering Library	0	0	0	0	0	0	0	0	0	0	0	0	0
Geology Library	0	0	0	0	0	0	0	0	0	0	0	0	0
Geoscience (Lamont)	298	160	0	0	0	0	0	0	0	0	0	0	0
Mathematics Library	0	0	0	0	0	0	0	0	0	0	0	0	0
Physics Library	0	0	0	0	0	0	0	0	0	0	0	0	0
Psychology Library	0	0	0	0	0	0	0	0	0	0	0	0	0
Science Library	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL SCIENCE & ENGIN.	298	160	0	0	0	0	0	0	0	0	0	0	0
SOCIAL SCIENCE DIVISION													
Business Library	0	0	0	0	0	0	0	0	0	0	0	0	0
Documents Service Center	0	0	0	0	0	0	0	0	0	0	0	0	0
Journalism Library	0	0	0	0	3	0	0	0	9	12	0	0	0
Lehman Library	0	0	0	0	0	0	0	15	0	0	0	0	0
Social Work Library	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL SOCIAL SCIENCE DIV.	0	0	0	0	3	0	0	15	9	12	0	0	0
DISTINCTIVE COLLECTIONS													
Avery Library	0	0	0	0	0	0	0	0	0	0	0	0	0
Fine Arts Library	0	0	0	0	0	0	0	0	0	0	0	0	0
Ware Library	0	0	0	0	0	0	0	0	0	0	0	0	0
East Asian Library	4	0	0	0	0	0	0	21	0	0	0	0	0
Health Science Library	0	0	0	4	144	0	0	236	0	58	0	0	0
Law and International Law	0	0	-69	0	15	0	0	9	0	0	0	0	0
Rare Book and Manuscript	0	0	0	0	0	0	14	0	0	0	0	0	0
Columbiana	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL DISTINCTIVE COLLECT.	4	0	-69	4	159	0	14	266	0	58	0	0	0
TOTAL CHANGE IN SIZE OF COL.	302	162	-69	4	162	0	48	281	9	70	0	4	0

COLUMBIA UNIVERSITY LIBRARIES
STANDARD PRINTED MATERIALS ANALYSIS
FROM 7/1/88 TO 6/30/91

		ADDED VOLUMES							WITHDRAWN VOLUMES						
		Total 88/89	Total 89/90	89/90 vs. 88/89	% 89/90 vs. 88/89	Total 90/91	90/91 vs. 89/90	% 90/91 vs. 89/90	Total 88/89	Total 89/90	89/90 vs. 88/89	% 89/90 vs. 88/89	Total 90/91	90/91 vs. 89/90	% 90/91 vs. 89/90
Humanities & History Div.	Central Stacks	48,965	40,717	(8,248)	(16.84%)	36,595	(4,122)	(10.12%)	2,589	1,955	(634)	(24.49%)	484	(1,471)	(75.24%)
	Graphic Arts Collection	313	189	(124)	(39.62%)	215	26	13.76%	301	0	(301)	(100.00%)	0	0	N/A
	Burgess-Carpenter	8,378	8,539	161	1.92%	5,320	(3,219)	(37.70%)	428	2,442	2,014	470.56%	521	(1,921)	(78.67%)
	College	48	44	(4)	(8.33%)	11	(33)	(75.00%)	10	0	(10)	(100.00%)	26	26	N/A
	Philosophy	37	18	(19)	(51.35%)	45	27	150.00%	67	0	(67)	(100.00%)	63	63	N/A
	Library Service	3,268	2,362	(906)	(27.72%)	2,090	(272)	(11.52%)	15	4	(11)	(73.33%)	3	(1)	(25.00%)
	Music	1,333	1,166	(167)	(12.53%)	2,717	1,551	133.02%	24	35	11	45.83%	113	78	222.86%
	Reference Collection	1,616	1,655	39	2.41%	1,185	(470)	(28.40%)	266	111	(155)	(58.27%)	0	(111)	(100.00%)
	Microform Reading	0	8	8	N/A	13	5	62.50%	0	0	0	N/A	0	0	N/A
	Total History & Humanities	63,958	54,698	(9,260)	(14.48%)	48,191	(6,507)	(11.90%)	3,700	4,547	847	22.89%	1,210	(3,337)	(73.39%)
Science & Engineering	Biological Sciences	1,641	1,945	304	18.53%	1,289	(656)	(33.73%)	59	33	(26)	(44.07%)	2,033	2,000	6,060.61%
	Chemistry	1,415	1,773	358	25.30%	1,219	(554)	(31.25%)	20	29	9	45.00%	57	28	96.55%
	Engineering	4,434	5,017	583	13.15%	3,867	(1,150)	(22.92%)	62	271	209	337.10%	342	71	26.20%
	Geology	1,169	2,088	919	78.61%	1,895	(193)	(9.24%)	1	1,161	1,160	116,000.00%	0	(1,161)	(100.00%)
	Geoscience	1,043	987	(56)	(5.37%)	636	(351)	(35.56%)	0	180	180	N/A	373	193	107.22%
	Mathematics	1,296	1,530	234	18.06%	1,216	(314)	(20.52%)	0	0	0	N/A	52	52	N/A
	Physics	1,183	1,716	533	45.05%	1,349	(367)	(21.39%)	20	158	138	690.00%	313	155	98.10%
	Psychology	1,203	1,338	135	11.22%	742	(596)	(44.54%)	273	663	390	142.86%	875	212	31.98%
	Science	709	815	106	14.95%	2,906	2,091	256.56%	0	101	101	N/A	285	184	182.18%
	Total Science & Eng.	14,093	17,209	3,116	22.11%	15,119	(2,090)	(12.14%)	435	2,596	2,161	496.78%	4,330	1,734	66.80%

COLUMBIA UNIVERSITY LIBRARIES
STANDARD PRINTED MATERIALS ANALYSIS
FROM 7/1/88 TO 6/30/91

		ADDED VOLUMES							WITHDRAWN VOLUMES					
		Total 88/89	Total 89/90	89/90 vs. 88/89	% 89/90 vs. 88/89	Total 90/91	90/91 vs. 89/90	% 90/91 vs. 89/90	Total 88/89	Total 89/90	89/90 vs. 88/89	% 89/90 vs. 88/89	Total 90/91	90/91 vs. 89/90	% 90/91 vs. 89/90
Social Science Division	Business	7,284	8,473	1,189	16.32%	6,463	(2,010)	(23.72%)	103	406	303	294.17%	302	(104)	(25.62%)
	Documents Service	11,779	2,356	(9,423)	(80.00%)	20	(2,336)	(99.15%)	3,617	454	(3,163)	(87.45%)	0	(454)	(100.00%)
	Journalism	851	634	(217)	(25.50%)	551	(83)	(13.09%)	807	0	(807)	(100.00%)	11	11	N/A
	Lehman	16,151	13,411	(2,740)	(16.96%)	12,029	(1,382)	(10.30%)	80	271	191	238.75%	77	(194)	(71.59%)
	Social Work	3,218	2,670	(548)	(17.03%)	3,212	542	20.30%	15	100	85	566.67%	102	2	2.00%
	Total Social Science	39,283	27,544	(11,739)	(29.88%)	22,275	(5,269)	(19.13%)	4,622	1,231	(3,391)	(73.37%)	492	(739)	(60.03%)
Distinctive Collection	Avery	4,653	7,852	3,199	68.75%	2,617	(5,235)	(66.67%)	64	18	(46)	(71.88%)	6	(12)	(66.67%)
	Fine Arts	2,626	2,644	18	0.69%	2,379	(265)	(10.02%)	33	10	(23)	(69.70%)	5	(5)	(50.00%)
	Ware	333	460	127	38.14%	405	(55)	(11.96%)	15	0	(15)	(100.00%)	1	1	N/A
	East Asian	17,014	16,846	(168)	(0.99%)	11,052	(5,794)	(34.39%)	188	138	(50)	(26.60%)	30	(108)	(78.26%)
	Health Science	9,811	8,686	(1,125)	(11.47%)	8,539	(147)	(1.69%)	1,611	265	(1,346)	(83.55%)	160	(105)	(39.62%)
	Law and Internationa	12,148	10,939	(1,209)	(9.95%)	10,445	(494)	(4.52%)	2,505	1,657	(848)	(33.85%)	6,237	4,580	276.40%
	Rare Book & Manuscript	2,228	1,963	(265)	(11.89%)	1,170	(793)	(40.40%)	0	0	0	N/A	0	0	N/A
	Columbiana	329	31	(298)	(90.58%)	27	(4)	(12.90%)	0	0	0	N/A	0	0	N/A
	Total Distinctive Collection	49,142	49,421	279	0.57%	36,634	(12,787)	(25.87%)	4,416	2,088	(2,328)	(52.72%)	6,439	4,351	208.38%
GRANDTOTAL		166,476	148,872	(17,604)	(10.57%)	122,219	(26,653)	(17.90%)	13,173	10,462	(2,711)	(20.58%)	12,471	2,009	19.20%

COLUMBIA UNIVERSITY LIBRARIES
STANDARD PRINTED MATERIALS ANALYSIS
FROM 7/1/88 TO 6/30/91

		Total as of 7/1/88	Net Change 88/89	Total as of 7/1/89	Net Change 89/90	Volume Change 89/90 vs. 88/89	% Net Change 89/90 vs. 88/89	Total as of 7/1/90	Net Change 90-91	Volume Change 90/91 vs. 89/90	% Net Change 90/91 vs. 89/90	Total as of 6/30/91
Humanities & History Div.	Butler											
	Central Stacks	1,608,983	46,376	1,655,359	38,762	(7,614)	(16.42%)	1,694,121	36,111	(2,651)	(6.84%)	1,730,232
	Graphic Arts Collection	14,639	12	14,651	189	177	1,475.00%	14,840	215	26	13.76%	15,055
	Instructional											
	Burgess-Carpenter	161,190	7,950	169,140	6,097	(1,853)	(23.31%)	175,237	4,799	(1,298)	(21.29%)	180,036
	College	44,107	38	44,145	44	6	15.79%	44,189	(15)	(59)	(134.09%)	44,174
	Philosophy	14,645	(30)	14,615	18	48	(160.00%)	14,633	(18)	(36)	(200.00%)	14,615
	Library Service	101,626	3,253	104,879	2,358	(895)	(27.51%)	107,237	2,087	(271)	(11.49%)	109,324
	Music	58,704	1,309	60,013	1,131	(178)	(13.60%)	61,144	2,604	1,473	130.24%	63,748
	Reference Collection	48,357	1,350	49,707	1,544	194	14.37%	51,251	1,185	(359)	(23.25%)	52,436
	Microform Reading Room	391	0	391	8	8	N/A	399	13	5	62.50%	412
	Total History & Humanities	2,052,642	60,258	2,112,900	50,151	(10,107)	(16.77%)	2,163,051	46,981	(3,170)	(6.32%)	2,210,032
Science & Engineering	Biological Sciences	46,108	1,582	47,690	1,912	330	20.86%	49,602	(744)	(2,656)	(138.91%)	48,858
	Chemistry	39,702	1,395	41,097	1,744	349	25.02%	42,841	1,162	(582)	(33.37%)	44,003
	Engineering	191,957	4,372	196,329	4,746	374	8.55%	201,075	3,525	(1,221)	(25.73%)	204,600
	Geology	85,715	1,168	86,883	927	(241)	(20.63%)	87,810	1,895	968	104.42%	89,705
	Geoscience	25,398	1,043	26,441	807	(236)	(22.63%)	27,248	263	(544)	(67.41%)	27,511
	Mathematics	30,299	1,296	31,595	1,530	234	18.06%	33,125	1,164	(366)	(23.92%)	34,289
	Physics	28,393	1,163	29,556	1,558	395	33.96%	31,114	1,036	(522)	(33.50%)	32,150
	Psychology	30,856	930	31,786	675	(255)	(27.42%)	32,461	(133)	(808)	(119.70%)	32,328
	Science	73,775	709	74,484	714	5	0.71%	75,198	2,621	1,907	267.09%	77,819
	Total Science & Eng.	552,203	13,658	565,861	14,613	955	6.99%	580,474	10,789	(3,824)	(26.17%)	591,263

COLUMBIA UNIVERSITY LIBRARIES
STANDARD PRINTED MATERIALS ANALYSIS
FROM 7/1/88 TO 6/30/91

		Total as of 7/1/88	Net Change 88/89	Total as of 7/1/89	Net Change 89/90	Volume Change 89/90 vs. 88/89	% Net Change 89/90 vs. 88/89	Total as of 7/1/90	Net Change 90-91	Volume Change 90/91 vs. 89/90	% Net Change 90/91 vs. 89/90	Total as of 6/30/91
Social Science Division	Business	359,115	7,181	366,296	8,067	886	12.34%	374,363	6,161	(1,906)	(23.63%)	380,524
	Documents Service center	79,670	8,162	87,832	1,902	(6,260)	(76.70%)	89,734	20	(1,882)	(98.95%)	89,754
	Journalism	15,034	44	15,078	634	590	1,340.91%	15,712	540	(94)	(14.83%)	16,252
	Lehman	248,820	16,071	264,891	13,140	(2,931)	(18.24%)	278,031	11,952	(1,188)	(9.04%)	289,983
	Social Work	130,447	3,203	133,650	2,570	(633)	(19.76%)	136,220	3,110	540	21.01%	139,330
	Total Social Science	833,086	34,661	867,747	26,313	(8,348)	(24.08%)	894,060	21,783	(4,530)	(17.22%)	915,843
Distinctive Collection	Avery	138,713	4,589	143,302	7,834	3,245	70.71%	151,136	2,611	(5,223)	(66.67%)	153,747
	Fine Arts	82,900	2,593	85,493	2,634	41	1.58%	88,127	2,374	(260)	(9.87%)	90,501
	Ware	9,538	318	9,856	460	142	44.65%	10,316	404	(56)	(12.17%)	10,720
	East Asian	517,793	16,826	534,619	16,708	(118)	(0.70%)	551,327	11,022	(5,686)	(34.03%)	562,349
	Health Science	426,069	8,200	434,269	8,421	221	2.70%	442,690	8,379	(42)	(0.50%)	451,069
	Law and International	695,824	9,643	705,467	9,282	(361)	(3.74%)	714,749	4,208	(5,074)	(54.66%)	718,957
	Rare Book & Manuscript	404,324	2,228	406,552	1,963	(265)	(11.89%)	408,515	1,170	(793)	(40.40%)	409,685
	Columbiana	27,740	329	28,069	31	(298)	(90.58%)	28,100	27	(4)	(12.90%)	28,127
	Total Distinctive Collect	2,302,901	44,726	2,347,627	47,333	2,607	5.83%	2,394,960	30,195	(17,138)	(36.21%)	2,425,155
GRANDTOTAL		5,740,832	153,303	5,894,135	138,410	(14,893)	(9.71%)	6,032,545	109,748	(28,662)	(20.71%)	6,142,293

COLUMBIA UNIVERSITY LIBRARIES
STANDARD PRINTED MATERIALS ANALYSIS
FROM 7/1/88 TO 6/30/91

		ADDED VOLUMES							WITHDRAWN VOLUMES						
		Total 88/89	Total 89/90	89/90 vs. 88/89	% 89/90 vs. 88/89	Total 90/91	90/91 vs. 89/90	% 90/91 vs. 89/90	Total 88/89	Total 89/90	89/90 vs. 88/89	% 89/90 vs. 88/89	Total 90/91	90/91 vs. 89/90	% 90/91 vs. 89/90
Humanities & History Div.	Central Stacks	48,965	40,717	(8,248)	(16.84%)	36,595	(4,122)	(10.12%)	2,589	1,955	(634)	(24.49%)	484	(1,471)	(75.24%)
	Graphic Arts Collection	313	189	(124)	(39.62%)	215	26	13.76%	301	0	(301)	(100.00%)	0	0	N/A
	Burgess-Carpenter	8,378	8,539	161	1.92%	5,320	(3,219)	(37.70%)	428	2,442	2,014	470.56%	521	(1,921)	(78.67%)
	College	48	44	(4)	(8.33%)	11	(33)	(75.00%)	10	0	(10)	(100.00%)	26	26	N/A
	Philosophy	37	18	(19)	(51.35%)	45	27	150.00%	67	0	(67)	(100.00%)	63	63	N/A
	Library Service	3,268	2,362	(906)	(27.72%)	2,090	(272)	(11.52%)	15	4	(11)	(73.33%)	3	(1)	(25.00%)
	Music	1,333	1,166	(167)	(12.53%)	2,717	1,551	133.02%	24	35	11	45.83%	113	78	222.86%
	Reference Collection	1,616	1,655	39	2.41%	1,185	(470)	(28.40%)	266	111	(155)	(58.27%)	0	(111)	(100.00%)
	Microform Reading	0	8	8	N/A	13	5	62.50%	0	0	0	N/A	0	0	N/A
	Total History & Humanities	63,958	54,698	(9,260)	(14.48%)	48,191	(6,507)	(11.90%)	3,700	4,547	847	22.89%	1,210	(3,337)	(73.39%)
Science & Engineering	Biological Sciences	1,641	1,945	304	18.53%	1,289	(656)	(33.73%)	59	33	(26)	(44.07%)	2,033	2,000	6,060.61%
	Chemistry	1,415	1,773	358	25.30%	1,219	(554)	(31.25%)	20	29	9	45.00%	57	28	96.55%
	Engineering	4,434	5,017	583	13.15%	3,867	(1,150)	(22.92%)	62	271	209	337.10%	342	71	26.20%
	Geology	1,169	2,088	919	78.61%	1,895	(193)	(9.24%)	1	1,161	1,160	116,000.00%	0	(1,161)	(100.00%)
	Geoscience	1,043	987	(56)	(5.37%)	636	(351)	(35.56%)	0	180	180	N/A	373	193	107.22%
	Mathematics	1,296	1,530	234	18.06%	1,216	(314)	(20.52%)	0	0	0	N/A	52	52	N/A
	Physics	1,183	1,716	533	45.05%	1,349	(367)	(21.39%)	20	158	138	690.00%	313	155	98.10%
	Psychology	1,203	1,338	135	11.22%	742	(596)	(44.54%)	273	663	390	142.86%	875	212	31.98%
	Science	709	815	106	14.95%	2,906	2,091	256.56%	0	101	101	N/A	285	184	182.18%
	Total Science & Eng.	14,093	17,209	3,116	22.11%	15,119	(2,090)	(12.14%)	435	2,596	2,161	496.78%	4,330	1,734	66.80%

Analysis without Health Sciences and Law Library

COLUMBIA UNIVERSITY LIBRARIES
STANDARD PRINTED MATERIALS ANALYSIS
FROM 7/1/88 TO 6/30/91

		ADDED VOLUMES							WITHDRAWN VOLUMES						
		Total 88/89	Total 89/90	89/90 vs. 88/89	% 89/90 vs. 88/89	Total 90/91	90/91 vs. 89/90	% 90/91 vs. 89/90	Total 88/89	Total 89/90	89/90 vs. 88/89	% 89/90 vs. 88/89	Total 90/91	90/91 vs. 89/90	% 90/91 vs. 89/90
Social Science Division	Business	7,284	8,473	1,189	16.32%	6,463	(2,010)	(23.72%)	103	406	303	294.17%	302	(104)	(25.62%)
	Documents Service	11,779	2,356	(9,423)	(80.00%)	20	(2,336)	(99.15%)	3,617	454	(3,163)	(87.45%)	0	(454)	(100.00%)
	Journalism	851	634	(217)	(25.50%)	551	(83)	(13.09%)	807	0	(807)	(100.00%)	11	11	N/A
	Lehman	16,151	13,411	(2,740)	(16.96%)	12,029	(1,382)	(10.30%)	80	271	191	238.75%	77	(194)	(71.59%)
	Social Work	3,218	2,670	(548)	(17.03%)	3,212	542	20.30%	15	100	85	566.67%	102	2	2.00%
	Total Social Science	39,283	27,544	(11,739)	(29.88%)	22,275	(5,269)	(19.13%)	4,622	1,231	(3,391)	(73.37%)	492	(739)	(60.03%)
Distinctive Collection	Avery	4,653	7,852	3,199	68.75%	2,617	(5,235)	(66.67%)	64	18	(46)	(71.88%)	6	(12)	(66.67%)
	Fine Arts	2,626	2,644	18	0.69%	2,379	(265)	(10.02%)	33	10	(23)	(69.70%)	5	(5)	(50.00%)
	Ware	333	460	127	38.14%	405	(55)	(11.96%)	15	0	(15)	(100.00%)	1	1	N/A
	East Asian	17,014	16,846	(168)	(0.99%)	11,052	(5,794)	(34.39%)	188	138	(50)	(26.60%)	30	(108)	(78.26%)
	Rare Book & Manuscript	2,228	1,963	(265)	(11.89%)	1,170	(793)	(40.40%)	0	0	0	N/A	0	0	N/A
	Columbiana	329	31	(298)	(90.58%)	27	(4)	(12.90%)	0	0	0	N/A	0	0	N/A
	Total Distinctive Collection	27,183	29,796	2,613	9.61%	17,650	(12,146)	(40.76%)	300	166	(134)	(44.67%)	42	(124)	(74.70%)
GRANDTOTAL		144,517	129,247	(15,270)	(10.57%)	103,235	(26,012)	(20.13%)	9,057	8,540	(517)	(5.71%)	6,074	(2,466)	(28.88%)

Analysis without Health Sciences and Law Library

COLUMBIA UNIVERSITY LIBRARIES
STANDARD PRINTED MATERIALS ANALYSIS
FROM 7/1/88 TO 6/30/91

		Total as of 7/1/88	Net Change 88/89	Total as of 7/1/89	Net Change 89/90	Volume Change 89/90 vs. 88/89	% Net Change 89/90 vs. 88/89	Total as of 7/1/90	Net Change 90-91	Volume Change 90/91 vs. 89/90	% Net Change 90/91 vs. 89/90	Total as of 6/30/91
Humanities & History Div.	Central Stacks	1,608,983	46,376	1,655,359	38,762	(7,614)	(16.42%)	1,694,121	36,111	(2,651)	(6.84%)	1,730,232
	Graphic Arts Collection	14,639	12	14,651	189	177	1,475.00%	14,840	215	26	13.76%	15,055
	Burgess-Carpenter	161,190	7,950	169,140	6,097	(1,853)	(23.31%)	175,237	4,799	(1,298)	(21.29%)	180,036
	College	44,107	38	44,145	44	6	15.79%	44,189	(15)	(59)	(134.09%)	44,174
	Philosophy	14,645	(30)	14,615	18	48	(160.00%)	14,633	(18)	(36)	(200.00%)	14,615
	Library Service	101,626	3,253	104,879	2,358	(895)	(27.51%)	107,237	2,087	(271)	(11.49%)	109,324
	Music	58,704	1,309	60,013	1,131	(178)	(13.60%)	61,144	2,604	1,473	130.24%	63,748
	Reference Collection	48,357	1,350	49,707	1,544	194	14.37%	51,251	1,185	(359)	(23.25%)	52,436
	Microform Reading Room	391	0	391	8	8	N/A	399	13	5	62.50%	412
	Total History & Humanities	2,052,642	60,258	2,112,900	50,151	(10,107)	(16.77%)	2,163,051	46,981	(3,170)	(6.32%)	2,210,032
Science & Engineering	Biological Sciences	46,108	1,582	47,690	1,912	330	20.86%	49,602	(744)	(2,656)	(138.91%)	48,858
	Chemistry	39,702	1,395	41,097	1,744	349	25.02%	42,841	1,162	(582)	(33.37%)	44,003
	Engineering	191,957	4,372	196,329	4,746	374	8.55%	201,075	3,525	(1,221)	(25.73%)	204,600
	Geology	85,715	1,168	86,883	927	(241)	(20.63%)	87,810	1,895	968	104.42%	89,705
	Geoscience	25,398	1,043	26,441	807	(236)	(22.63%)	27,248	263	(544)	(67.41%)	27,511
	Mathematics	30,299	1,296	31,595	1,530	234	18.06%	33,125	1,164	(366)	(23.92%)	34,289
	Physics	28,393	1,163	29,556	1,558	395	33.96%	31,114	1,036	(522)	(33.50%)	32,150
	Psychology	30,856	930	31,786	675	(255)	(27.42%)	32,461	(133)	(808)	(119.70%)	32,328
	Science	73,775	709	74,484	714	5	0.71%	75,198	2,621	1,907	267.09%	77,819
	Total Science & Eng.	552,203	13,658	565,861	14,613	955	6.99%	580,474	10,789	(3,824)	(26.17%)	591,263

Analysis without Health Sciences and Law Library

COLUMBIA UNIVERSITY LIBRARIES
STANDARD PRINTED MATERIALS ANALYSIS
FROM 7/1/88 TO 6/30/91

		Total as of 7/1/88	Net Change 88/89	Total as of 7/1/89	Net Change 89/90	Volume Change 89/90 vs. 88/89	% Net Change 89/90 vs. 88/89	Total as of 7/1/90	Net Change 90-91	Volume Change 90/91 vs. 89/90	% Net Change 90/91 vs. 89/90	Total as of 6/30/91
Social Science Division	Business	359,115	7,181	366,296	8,067	886	12.34%	374,363	6,161	(1,906)	(23.63%)	380,524
	Documents Service center	79,670	8,162	87,832	1,902	(6,260)	(76.70%)	89,734	20	(1,882)	(98.95%)	89,754
	Journalism	15,034	44	15,078	634	590	1,340.91%	15,712	540	(94)	(14.83%)	16,252
	Lehman	248,820	16,071	264,891	13,140	(2,931)	(18.24%)	278,031	11,952	(1,188)	(9.04%)	289,983
	Social Work	130,447	3,203	133,650	2,570	(633)	(19.76%)	136,220	3,110	540	21.01%	139,330
	Total Social Science	833,086	34,661	867,747	26,313	(8,348)	(24.08%)	894,060	21,783	(4,530)	(17.22%)	915,843
Distinctive Collection	Avery	138,713	4,589	143,302	7,834	3,245	70.71%	151,136	2,611	(5,223)	(66.67%)	153,747
	Fine Arts	82,900	2,593	85,493	2,634	41	1.58%	88,127	2,374	(260)	(9.87%)	90,501
	Ware	9,538	318	9,856	460	142	44.65%	10,316	404	(56)	(12.17%)	10,720
	East Asian	517,793	16,826	534,619	16,708	(118)	(0.70%)	551,327	11,022	(5,686)	(34.03%)	562,349
	Rare Book & Manuscript	404,324	2,228	406,552	1,963	(265)	(11.89%)	408,515	1,170	(793)	(40.40%)	409,685
	Columbiana	27,740	329	28,069	31	(298)	(90.58%)	28,100	27	(4)	(12.90%)	28,127
	Total Distinctive Collect	1,181,008	26,883	1,207,891	29,630	2,747	10.22%	1,237,521	17,608	(12,022)	(40.57%)	1,255,129
GRANDTOTAL		4,618,939	135,460	4,754,399	120,707	(14,753)	(10.89%)	4,875,106	97,161	(23,546)	(19.51%)	4,972,267

Analysis without Health Sciences and Law Library

COLUMBIA UNIVERSITY LIBRARIES MANAGEMENT REPORTING FORM - COLLECTION MAINTENANCE ACTIVITY

COLLECTION MAINTENANCE ACTIVITY including replacements, binding, preservation activity, and inventories.

DATE April 1990	Number of Replacement Titles Ordered			Period. vols. sent to be bound	Other items ~~sent~~ FROM for commerc. rebinding	No. of Items Sent for Preservation Treatment				Items withdrawn (Total)	Items withdrawn for preserv	Inventories, Held	
	Books	Journal Issues	Pages			In-house Rep	Film	Preserv. cases	Other			# of shelves	Call # Range
2					4								
4					6								
16				1	3								
18					2								
23						13							
25						4							
MONTHLY TOTAL				1	12	17							

General Comments:

Rare Book and Manuscript Library

DEPT: _____ MONTH: April 1990 PERSON FILLING OUT OR TABULATING FORM _____

COLUMBIA UNIVERSITY LIBRARIES MANAGEMENT REPORTING FORM - COLLECTION MAINTENANCE ACTIVITY

COLLECTION MAINTENANCE ACTIVITY including replacements, binding, preservation activity, and inventories.

DATE	Number of Replacement Titles Ordered			Period. vols. sent to be bound	Other items sent for commerc. re-binding	No. of Items Sent for Preservation Treatment				Items with drawn (Total)	Items with-drawn for preserv	Inventories, Held	
	Books	Journal Issues	Pages			In-house Rep	Film	Preserv. cases	Other			# of shelves	Call # Range
1					7			38 (EUROPEAN)					
8						1							
11				—		2							
16					4								
24						5							
MONTHLY TOTAL	1				11	8		38					

General Comments:

Rare Book and Manuscript Library

DEPT: _____ MONTH: May 1990 PERSON FILLING OUT OR TABULATING FORM JR

COLUMBIA UNIVERSITY LIBRARIES MANAGEMENT REPORTING FORM - COLLECTION MAINTENANCE ACTIVITY

COLLECTION MAINTENANCE ACTIVITY including replacements, binding, preservation activity, and inventories.

DATE	Number of Replacement Titles Ordered			Period. vols. sent to be bound	Other items sent for commerc. re-binding	No. of Items Sent for Preservation Treatment				Items withdrawn (Total)	Items withdrawn for preserv	Inventories, Held	
	Books	Journal Issues	Pages			In-house Rep	Film	Preserv. cases	Other			# of shelves	Call # Range
1									donate				
8						6							
14									20 mon				
[27]					2								
MONTHLY TOTAL	1					2	6		40 mon				

General Comments:

Rare Book and Manuscript Library

DEPT: _____ MONTH: June 1990 PERSON FILLING OUT OR TABULATING FORM JVL

DIVISION RARE BOOK & MANUSCRIPT LIBRARY

LIBRARY Rare Book Reading Room

COLUMBIA UNIVERSITY LIBRARIES

DAILY CIRCULATION WORKSHEET

Quarterly Report Section 1,2,3a

Month Being Recorded APRIL 1990

DATE	Print	Ephemera	Mss	Oral History	Micro	Media	Reference Books Used						DATE
1	—		—	—			—						1
2	23			3			14						2
3	2		2	8			25						3
4	66	40		4			18						4
5	45		1	13			20						5
6	17		14	5			14						6
7	—		—	—			—						7
8	—		—	—			—						8
9	11			22			10						9
10	9			17			19						10
11	10			3			13						11
12	6			43			15						12
13	13		1	11			18						13
14	—		—	—			—						14
15	—		—	—			—						15
16	14						12						16
17	12		1	10			8						17
18	14			1			15						18
19	3	7		7			14						19
20	21		2	25			16						20
21	—		—	—			—						21
22	—		—	—			—						22
23	15			12			21						23
24	4			2			15						24
25	6		9	1			12						25
26	7			6			14						26
27	7			15			10						27
28	—		—	—			—						28
29	—		—	—			—						29
30	8		1				18						30
31	—		—	—			—						31
TOTAL	313	47	31	208			321						

GRAND TOTAL 920

COLUMBIA UNIVERSITY LIBRARIES MANAGEMENT REPORTING FORM - ILL

NTERLIBARY LOAN ACTIVITY

DATE	Charges to libraries inside Columbia (Do not include charges to affiliates) (READER SERVICE UNITS ONLY)		Charges /Micro/Photo of Material Requested from Libraries and Others outside Columbia (including affiliates)						Report here materials borrowed from other libraries (outside CUL) for Columbia patrons, if NOT BORROWED THROUGH CENTRAL ILL OFFICE
					Original Provided (no. of charges)		Microfilm and Photocopy Provided (Not exposures)		
	Hard Copy	Microfilm and Photocopy			via RBML		via RBML		
1									
2									
3									
4									
5									
6	14								
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
31									
TOTAL									

DIVISION: RARE BOOK & MANUSCRIPT LIBRARY

DEPT: Rare Book Reading Room MONTH: APRIL 1990 PERSON FILLING OUT OR TABULATING FORM: _____

DIVISION RARE BOOK & MANUSCRIPT LIBRARY

LIBRARY Rare Book Reading Room

COLUMBIA UNIVERSITY LIBRARIES

DAILY CIRCULATION WORKSHEET

Quarterly Report Section 1,2,3a

Month Being Recorded MAY 1990

DATE	Print	Ephemera	Mss	Oral History	Micro	Media	Reference Books Used					DATE
1	5						15					1
2	18			1			18					2
3	9			3			15					3
4	22						17					4
5	—		—	—			—					5
6	—		—	—			—					6
7	36	100		14			18					7
8	31		2				10					8
9	17		3				20					9
10	6			1			12					10
11	14						10					11
12	—		—	—			—					12
13	—		—	—			—					13
14	1			2			7					14
15	3		2				10					15
16	4			20			8					16
17	20	15					7					17
18	6			8			11					18
19	—		—	—			—					19
20	—		—	—			—					20
21	2						6					21
22	26						12					22
23	11			35			16					23
24	5						8					24
25	6		1				12					25
26	—		—	—			—					26
27	—		—	—			—					27
28	—		—	—			—					28
29	4						10					29
30	5	6		1			11					30
31	13						12					31
TOTAL	264	121	8	85			265					

GRAND TOTAL 743

COLUMBIA UNIVERSITY LIBRARIES MANAGEMENT REPORTING FORM - ILL

NTERLIBARY LOAN ACTIVITY

DATE	Charges to libraries inside Columbia (Do not include charges to affiliates) (READER SERVICE UNITS ONLY)		Charges /Micro/Photo of Material Requested from Libraries and Others outside Columbia (including affiliates)						Report here materials borrowed from other libraries (outside CUL) for Columbia patrons, if NOT BORROWED THROUGH CENTRAL ILL OFFICE
					Original Provided (no. of charges)		Microfilm and Photocopy Provided (Not exposures)		
	Hard Copy	Microfilm and Photocopy			via RBML		via RBML		
1									
2									
3									
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6									
7									
8									
9									
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25									
26									
27									
28									
29									
30	4								
31									
TOTAL									

DIVISION: RARE BOOK & MANUSCRIPT LIBRARY

DEPT: Rare Book Reading Room MONTH: _____ PERSON FILLING OUT OR TABULATING FORM: _____

COLUMBIA UNIVERSITY LIBRARIES

Technical Seervices Worksheet for Department Libraries

Library Rare Book and Manuscript Library

Unit

Month being recorded June 90

DATE	Items Recorded on Kardex	Serials Issues Claimed (all sources)	Orders Submitted: Reserves Books	Reserves Other	Non-Reserves Books	Non-Reserves Serials	Non-Reserves Other	Serials cancelled	Other Items Added: Vertical File	Other (specify)	DATE
1											1
2											2
3											3
4											4
5		1									5
6											6
7											7
8											8
9											9
10											10
11											11
12											12
13											13
14											14
15											15
16											16
17											17
18											18
19	22										19
20											20
21											21
22											22
23											23
24											24
25											25
26	6										26
27											27
28											28
29											29
30											30
31											31

DIVISION RARE BOOK & MANUSCRIPT LIBRARY

LIBRARY Rare Book Reading Room

COLUMBIA UNIVERSITY LIBRARIES

DAILY CIRCULATION WORKSHEET

Quarterly Report Section 1,2,3a

Month Being Recorded JUNE 1990

DATE	Print	Ephemera	Mss	Oral History	Micro	Media	Reference Books Used					DATE
1	4						15					1
2	—		—	—			—					2
3	—		—	—			—					3
4	18			6			17					4
5	11			5			18					5
6	17	569		15			12					6
7	8						15					7
8	6			9			17					8
9	—		—	—			—					9
10	—		—	—			—					10
11	9			6			20					11
12	12			7			14					12
13	20						8					13
14	7			11			15					14
15	6						10					15
16	—		—	—			—					16
17	—		—	—			—					17
18	27			1			8					18
19	14			1			14					19
20	15			3			15					20
21	9		3	12			10					21
22	23						16					22
23	—		—	—			—					23
24	—		—	—			—					24
25	2						9					25
26	1		1				6					26
27	10			2			17					27
28	6						18					28
29	9			14			15					29
30	—		—	—			—					30
31	—		—	—			—					31
TOTAL	234	569	4	92			289					

GRAND TOTAL 1,188

COLUMBIA UNIVERSITY LIBRARIES MANAGEMENT REPORTING FORM - ILL

NTERLIBARY LOAN ACTIVITY

DATE	Charges to libraries inside Columbia (Do not include charges to affiliates) (READER SERVICE UNITS ONLY)		Charges /Micro/Photo and Others of Material Requested from Libraries outside Columbia (including affiliates)						Report here materials borrowed from other libraries (outside CUL) for Columbia patrons, if NOT BORROWED THROUGH CENTRAL ILL OFFICE
					Original Provided (no. of charges)		Microfilm and Photocopy Provided (Not exposures)		
	Hard Copy	Microfilm and Photocopy			via RBML		via RBML		
1									
2									
3									
4									
5									
6									
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24									
25									
26									
27									
28									
29									
30									
31									
TOTAL									

DIVISION: RARE BOOK & MANUSCRIPT LIBRARY

DEPT: Rare Book Reading Room MONTH: June 1990 PERSON FILLING OUT OR TABULATING FORM: _____

COLUMBIA UNIVERSITY LIBRARIES

Technical Seervices Worksheet for Department Libraries

Library Rare Book and Manuscript Library

Unit _____

Month being recorded April 90

DATE	Items Recorded on Kardex	Serials Issues Claimed (all sources)	Orders Submitted					Serials cancelled	Other Items Added		
			Reserves		Non-Reserves				Vertical File	Other (specify)	
			Books	Other	Books	Serials	Other				
1											1
2	/										2
3											3
4											4
5											5
6											6
7											7
8											8
9											9
10											10
11											11
12											12
13											13
14											14
15											15
16											16
17											17
18											18
19											19
20	65										20
21											21
22											22
23											23
24											24
25											25
26											26
27											27
28											28
29											29
30											30
31											31

COLUMBIA UNIVERSITY LIBRARIES

Technical Seervices Worksheet for Department Libraries

Library Rare Book and Manuscript Library

Unit _____

Month being recorded May 90

DATE	Items Recorded on Kardex	Serials Issues Claimed (all sources)	Orders Submitted					Serials cancelled	Other Items Added		
			Reserves		Non-Reserves				Vertical File	Other (specify)	
			Books	Other	Books	Serials	Other				
1											1
2											2
3											3
4											4
5											5
6											6
7											7
8											8
9											9
10											10
11											11
12											12
13											13
14											14
15											15
16											16
17	24										17
18	1										18
19											19
20											20
21											21
22											22
23											23
24											24
25											25
26											26
27											27
28											28
29											29
30											30
31											31

COLUMBIA UNIVERSITY LIBRARIES

Technical Seervices Worksheet for Department Libraries

Library Rare Book and Manuscript Library

Unit _____

Month being recorded June 90

DATE	Items Recorded on Kardex	Serials Issues Claimed (all sources)	Orders Submitted					Serials cancelled	Other Items Added	
			Reserves		Non-Reserves				Vertical File	Other (specify)
			Books	Other	Books	Serials	Other			
1										1
2										2
3										3
4										4
5										5
6										6
7										7
8										8
9										9
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26										26
27										27
28										28
29										29
30										30
31										31

BIBLIOGRAPHIC INSTRUCTION ACTIVITY
QUARTERLY REPORT ending_____

Quarterly Report Section 5

INSTRUCTIONS:
Enter next to the appropriate date the attendance figures and code for each activity. A summary of types of activities and corresponding codes are listed below. At the end of the quarter, total each half month column. Enter subtotals. Then total across on the quarterly total in the bottom right. Finally sign the form and submit it to your immediate supervisor.

April	April	May	May	June	June
1	16	1	16	1 / T 4	16
2	17	2	17	2 4T 75	17
3	18	3	18	3	18
4	19	4	19	4	19
5	20	5	20	5	20
6	21	6	21	6	21
7	22	7	22	7	22
8	23	8	23	8	23
9	24	9	24	9	24
10	25	10	25	10	25
11	26	11	26	11	26
12	27	12	27	12	27
13	28	13	28	13	28
14	29	14	29	14	29
15	30	15	30	15	30
			31		

Activity Type Code							QUARTERLY TOTALS
Class Lectures # attending CL							CL
Consultations C							C
Orientation or Introductory sessions for incoming students/faculty # attending O							O
Tours # attending T							T
New Subject Lectures* # attending NSL							NSL

*Titles of subject lectures:_____

_____

General comments on bibliographic instruction activity this quarter, including trends, concerns, objectives, etc. (Use extra sheets if necessary):_____

_____

_____

_____

RARE BOOK AND MANUSCRIPT LIBRARY

Report prepared by_____ Date_____ Unit_____